

Comprehensive Information Management for Schools III (CIMS® III)

Financial Management System Report Writers User's Guide

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About This Book

This book is intended for both management-level and staff-level users of the **Financial Management System** (FMS™).

It contains instructions for defining and printing reports with the FMS general ledger report writers. It does not provide instructions for running setup programs, using FMS modules, or operating the IBM AS/400 system. To obtain detailed information about programs not discussed in this manual, see the *Financial Management System User's Guide*, the *Financial Management System Year End User's Guide*, or the *Application Control System User's Guide*.

How This Book Is Organized

Each chapter is described briefly below:

Chapter 1, "Introduction," provides information about the concepts you need to know before you start using the FMS report writers.

Chapter 2, "General Financial Report Writer," explains how to use the FMS standard report writer to generate general ledger financial reports.

Chapter 3, "Transaction Activity Report Writer," explains how to define and print reports for both open and closed transaction activity.

Chapter 4, "General Ledger Financial Statements," explains how to define and print revenue/expense reports, balance sheets, and trial balances.

Chapter 5, "Using the Free Format Report Writers," provides an introduction to the two general ledger free format report writers: the User Defined Financial Report Writer and the Free Form Report Writer. This chapter introduces the aspects in common to both report writers and provides some guidance to help you choose which report writer is appropriate for you.

Chapter 6, "User Defined Financial Report Writer," provides information about the programs that make up the User Defined Financial Report Writer.

Chapter 7, "General Ledger Free Form Report Writer," explains how to use the flexible free form report writer.

Appendix A provides the physical file layout for PGNL601, which is the file that the system uses to access the data for your reports.

Appendix B provides the physical file layout for PGNL502.

Appendix C provides the physical file layout for PGNL503.

Appendix D provides the physical file layout for PGNL504.

Appendix E provides the physical file layout for PGNL512.


Appendix F provides the physical file layout for PGNL513.

Appendix G provides the physical file layout for PGNL514.

The **Index** to this manual lists the special terms discussed in the manual.

Conventions Used in This Book

This book follows specific conventions for presenting different types of information such as field names, program names, and key names. The following table describes the convention for each type of information and provides an example of its usage.

New terms	When a term is used for the first time, the term is bold-faced, italicized, and defined briefly.
Field names	Field names are italicized whenever they are referenced. For example: Type a 1- to 9-digit identifier in the <i>Vendor Number</i> field.
Characters you type	Whenever you are instructed to type one or more characters on the keyboard, the characters appear in bold face. For example: Type A on the first line.
Locations on your display screen	A white number on a black background in instructions refers to a particular point on your display screen. It corresponds with the identical number on the representation of that display screen that you find preceding the instructions. For example: Type a vendor name at ②.
Keys you press	Whenever you are instructed to press a key on the keyboard, a replica of the key appears in the text. For example: Type the total amount of the invoice at ③ and press  .
Default values	Whenever instructions identify a default , the value appears in bold-face type. A default is a value that a system assumes if no other value is specified. For example: The default is N .
CIMS III programs, menus, and menu items	Each CIMS III program discussed in this book is run from a menu . A menu is a list of options that may be available to a user. The options can be programs or other menus. Each option, whether it is a program or another menu, is called a menu item .

Each program has a 1- to 10-character program name. However, because you run programs from menus, each program in this book is identified by the menu item name and menu item title from which it is run. The name consists of a 3-letter product (or module) prefix, a period, and a 3- or 4-character identifier; for example, PUR.301.

The menu item title describes the program's function. For example, the title of program PUR.301 is Maintain Vendor Records.

Each menu is similarly identified by a menu name and menu title. A menu name consists of a 3-letter product (or module) prefix followed by a 3-digit number for example, FMS300 (no period between characters and numbers). The menu title describes the general function of the items on the menu. For example, the title of Menu FMS000 is Financial Management System.

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1

Using the FMS Report Writers

This user guide describes how to use the FMS report writers to develop reports using your financial data. The FMS application provides five different report writers that you can use to develop custom reports.

- General financial report writer
- General ledger financial statements
- Transaction activity report writer
- Free format report writer

Before you begin writing financial reports, however, there are two concepts you need to understand:

- Report sequencing
- Financial statement classification

Understanding Report Sequencing

Before you can create financial reports with the report writers described in this user's guide, you need to be familiar with the format of an account number so that you can specify which account numbers and/or portions of an account number you want to include on a financial report. The components of an account number define the report sequence.

An account number consists of several individual characters (or **elements**), separated by a **delimiter** (such as a period). These elements represent different accounting categories or divisions used in your school, such as fund, function, unit, department, school, program, location, course, and object. For example, the account number **001.000.5410** consists of three elements:

- 1 The first element, **001**, is the Fund.
- 2 The second element, **000**, is the Function.
- 3 The third element, **5410**, is the Object.

When you print your reports, you group together, or sort, information based on these elements. The following example shows three different report sequences that you could use for an account consisting of the elements **Fund.Function.Object** and the results you would achieve with each.

Report Sequence You Choose:

1. FUND	1. FUNCTION	1. OBJECT
2. FUNCTION	2. OBJECT	2. FUND
3. OBJECT	3. FUND	3. FUNCTION

Report Order You Get:

001.000.5410	001.000.5410	001.000.5410
001.000.5420	002.000.5410	001.100.5410
001.100.5410	001.000.5420	002.000.5410
001.100.5420	002.000.5420	002.100.5410
002.000.5410	001.100.5410	001.000.5420
002.000.5420	002.100.5410	001.100.5420
002.100.5410	001.100.5420	002.000.5420
002.100.5420	002.100.5420	002.100.5420

In the first column, the accounts are sorted first by fund, so that accounts with the same fund are grouped together; second by function, so that like functions are together within a fund; and third by object, so that objects are listed in sequential order within each fund.

In the second column, the accounts are sorted first by function, second by object, and third by fund.

In the third column, the accounts are sorted first by object, second by fund, and third by function.

As you can see, changing the report sequence makes a noticeable difference in the report's format, even for only a few accounts.

Financial Statement Classifications

You can select which accounts to include in your reports based on their financial statement classification, and you can sort reports by classification. Financial statement classifications for accounts are shown below:

- | | | |
|----------------------|--------------------|-------------|
| 0. Current Asset | 4. Long-term Debt | 7. Revenue |
| 1. Fixed Asset | 5. Other Liability | 8. Expenses |
| 2. Other Asset | 6. Capital/Surplus | 9. Other |
| 3. Current Liability | | |

The financial statement classification for each account is defined with the GNL.203 – Define Account Code Numbers program.

For further information on account numbers and account classification, see the *Financial Management System User's Guide*.

General Financial Report Writer



The FMS general financial report writer helps you create and print general ledger financial reports. The report writer extracts information from the general ledger account balance file, which is a summary file containing closed and unclosed balances for each account. You can specify which accounts to include on the report and how to sort them.

This chapter provides step-by-step information for the following programs:

- GNL.570 – General Financial Report Writer
- GNL.571 – Report Writer Group Maintenance
- GNL.575 – General Financial Report Writer Submittal

Using the FMS general financial report writer, you select the columns of information you want to include on your report from a predefined list of activity types. These activity types may include current budget balance, transaction activity year-to-date, or current outstanding encumbrances balance. The system then adds this information to the columns you specified. The report writer enables you to define report formats options, including:

- Report sequence
- Account codes to include
- Type of activity to include
- Column headings to print
- Type of information to print in each column
- Level of summary or detail to include

Although the positioning (or placement) of columns and the basic format of the report is fixed, you can create a title for each option you define.

After you create a report, you can stay in the program and print the report, or you can exit the program and submit the report to a job queue. You also have the option of grouping multiple reports together and assigning a unique identifier to the group. After you define a group of reports, you can submit that group to a job queue and print them all at the same time.

Planning Your Report

Review the following guidelines for printing the report:

- 1 If the account code (with delimiters) is more than 31 characters, the account title will print on the line below the account string.
- 2 If you use the maximum number of columns on your report and the account code (with delimiters) is more than 16 characters, the account title will print on the line below the account string.

The maximum columns allowed is shown below:

Paper Size	Compressed	Maximum Columns
8.5 x 11	N	2
8.5 x 11	Y	5
11 x 8.5	N	4
11 x 8.5	Y	7
14 x 11	N	6
14 x 11	Y	8

Selecting Activity Types for Your Report

As you define your reports, you specify the types of activity you want to include. Each of the activity items available to you are described in the following table:

Item	Description	Comments
1.	Beginning Transaction Balance	Beginning transaction balance as entered in GNL.601 – Beginning Account Balance Maintenance.
2.	Current Month Transaction Activity	In this case “current month” means “report month.” If the report month you specify is closed, the system prints the transaction activity for the closed month only. If the report month you specify is open, the system prints the unclosed transaction activity, which could be more than one month.
3.	Year-to-Date Transaction Activity	If the report month you specify is closed, the system prints the accumulated transaction activity for the closed months up to and including the specified report month. If the report month you specify is open, then the system prints the accumulated transaction activity for the closed months plus the open transaction activity.
4.	Current Transaction Balance	If the report month you specify is closed, the system prints the beginning transaction balance plus the accumulated transaction activity for the closed months up to and including the specified report month. If the report month you specify is open, then the system prints the beginning transaction balance plus the accumulated transaction activity for the closed months plus the open transaction activity.
5.	Prior Month Transaction Balance	If the report month you specify is closed, then the system prints the beginning transaction balance plus the accumulated transaction activity for the closed months up to and not including the specified report month. If the report month you specify is open, then the system prints the beginning transaction balance plus the accumulated transaction activity for all closed months.

Item	Description	Comments
6.	Beginning Budget Balance	The system prints the beginning budget balance amount entered in GNL.601 – Beginning Account Balance Maintenance.
7.	Current Month Budget Activity	<p>If the report month you specify is closed, then the system prints the budget activity for the closed month only.</p> <p>If the report month you specify is open, the system prints an amount representing unclosed budget activity, which could be more than one month.</p>
8.	Year-to-Date Budget Activity	<p>If the report month you specify is closed, then the system prints the accumulated budget activity for the closed months up to and including the specified report month.</p> <p>If the report month you specify is open, then the system prints the accumulated budget activity for the closed months plus the open budget activity.</p>
9.	Current Budget Balance	<p>If the report month you specify is closed, then the system prints the beginning budget balance plus the accumulated budget activity for the closed months up to and including the specified report month.</p> <p>If the report month you specify is open, then the system prints the beginning budget balance plus the accumulated budget activity for the closed months plus the open budget activity.</p>
10.	Prior Month Budget Balance	<p>If the report month you specify is closed, then the system prints the beginning budget balance plus the accumulated budget activity for the closed months up to and not including the specified report month.</p> <p>If the report month you specify is open, then the system prints the beginning budget balance plus the accumulated budget activity for all closed months.</p>
11.	Current Month Encumbrance Activity	<p>If the report month you specify is closed, then the system prints the encumbrance activity for the closed month only.</p> <p>If the report month you specify is open, then the system prints the unclosed encumbrance activity, which could be more than one month.</p>

Item	Description	Comments
12.	Current Encumbrance Balance	<p>If the report month you specify is closed, then the system prints the beginning encumbrance balance plus the accumulated encumbrance activity for the closed months up to and including the specified report month.</p> <p>If the report month you specify is open, then the system prints the beginning encumbrance balance plus the accumulated encumbrance activity for the closed months plus the open encumbrance activity.</p>
13.	Non-transacted Budget Balance Available	If you select this item, the system prints the current budget balance (Item 9) minus the current transaction balance (Item 4). This amount is determined by the report month that you specify, and whether the month is open or closed. See Items 4 and 9 above.
14.	Non-encumbered Budget Balance Available	If you select this item, the system prints an amount reflecting the current encumbrance balance (Item 12) minus the non-transacted budget balance available (Item 13). This amount is determined by the report month that you specify, and whether that month is open or closed. See Items 12 and 13 above.
15.	Current Transaction Balance as Percentage of Budget Balance	The amount the system prints is the current transaction balance (Item 4) divided by the current budget balance (Item 9) multiplied by 100. This amount is determined by the report month that you specify and whether that month is open or closed. See Items 4 and 9 above.
16.	Current Month Transactions as Percentage of Budget Balance	The amount the system prints is the current month transaction activity (Item 2) divided by the current budget balance (Item 9) multiplied by 100. This amount is determined by the report month you specify and whether that month is open or closed. See Items 2 and 9 above.
17.	Committed Balance as Percentage of Budget Balance	The amount the system prints is the current transaction balance (Item 4) plus the current encumbrance balance (Item 12). The result of that calculation is divided by the current budget balance (Item 9) multiplied by 100. This amount is determined by the report month that you specify and whether that month is open or closed. See items 4, 9, and 12 above.
18.	Provide an Underline in the Column	This item provides an underline only. The system performs no calculation.

Item	Description	Comments
19.	Current Transaction Balance with Closed Month's Detail	<p>If the report month you specify is closed, then the system prints the beginning transaction balance plus the accumulated transaction activity for the closed months up to and including the specified report month.</p> <p>If the report month you specify is open, then the system prints the beginning transaction balance plus the accumulated transaction activity for the closed months plus the open transaction activity.</p>
20.	Current Transaction Balance with Year-to-Date Detail	Same as item 19.
21.	Current Budget Balance with Current Month's Detail	<p>If the report month you specify is closed, then the system prints the beginning budget balance plus the accumulated budget activity for the closed months up to and including the specified report month.</p> <p>If the report month you specify is open, then the system prints the beginning budget balance plus the accumulated budget activity for the closed months plus the open budget activity.</p>
22.	Current Budget Balance with Year-to-Date Detail	Same as Item 21.
23.	Current Encumbrance Balance with Current Month's Detail	<p>If the report month you specify is closed, then the system prints the beginning encumbrance balance plus the accumulated encumbrance activity for the closed months up to and including the specified report month.</p> <p>If the report month you specify is open, then the system prints the beginning encumbrance balance plus the accumulated encumbrance activity for the closed months plus the open encumbrance activity.</p>
24.	Current Encumbrance Balance with Year-to-Date Detail	Same as Item 23.
25.	Proposed Budget – Level 1	The system performs no calculations for this item. The amount printed is the amount that was entered in the Budget Development subsystem.

Item	Description	Comments
26.	Proposed Budget – Level 2	The system performs no calculations for this item. The amount printed is the amount that was entered in the Budget Development subsystem.
27.	Approved Budget	The system performs no calculations for this item. The amount printed is the amount that was entered in the Budget Development subsystem.
28.	Adopted Budget	The system performs no calculations for this item. The amount printed is the amount that was copied from the Budget Development System to the chart of accounts.
29.	Level 1 Budget vs. Prior Year Adjusted Budget Amount	The amount printed by the system is the proposed budget level 1 minus the prior year adjusted budget amount.
30.	Level 2 budget vs. Prior Year Adjusted Budget Amount	The amount printed by the system is the proposed budget level 2 minus the prior year adjusted budget amount.
31.	Approved Budget vs. Prior Year Adjusted Budget Amount	The amount printed by the system is the approved budget minus the prior year adjusted budget amount.
32.	Adopted Budget vs. Prior Year Adjusted Budget Amount	The amount printed by the system is the adopted budget minus the prior year adjusted budget amount.
33.	Level 1 Budget vs. Prior Year Adjusted Budget Percent of Difference	The amount printed by the system is the proposed budget level 1 divided by the prior year adjusted budget amount.
34.	Level 2 Budget vs. Prior Year Adjusted Budget Percent of Difference	The amount printed by the system is the proposed budget level 2 divided by the prior year adjusted budget amount.
35.	Approved Budget vs. Prior Year Adjusted Budget Percent of Difference	The amount printed by the system is the approved budget divided by the prior year adjusted budget amount.
36.	Adopted Budget vs. Prior Year Adjusted Budget Percent of Difference	The amount printed by the system is the adopted budget divided by the prior year adjusted budget amount.
37.	Level 1 Budget vs. Prior Year Original Budget Amounts.	The amount printed by the system is the proposed budget level 1 minus the prior year original budget amounts.
38.	Level 2 Budget vs. Prior Year Original Budget Amounts.	The amount printed by the system is the proposed budget level 2 minus the prior year original budget amount.

Item	Description	Comments
39.	Approved Budget vs. Prior Year Original Budget Amounts.	The amount printed by the system is the proposed budget level 2 minus the prior year original budget amount.
40.	Adopted Budget vs. Prior Year Original Budget Amounts.	The amount printed by the system is the adopted budget amount minus the prior year original budget amount.
41.	Level 1 Budget vs. Prior Year Original Budget Percent of Difference.	The amount printed by the system is the proposed budget level 1 divided by the prior year original budget amount.
42.	Level 2 Budget vs. Prior Year Original Budget Percent of Difference.	The amount printed by the system is the proposed budget level 2 divided by the prior year original budget amount.
43.	Approved Budget vs. Prior Year Original Budget Percent of Difference.	The amount printed by the system is the approved budget amount divided by the prior year original budget amount.
44.	Adopted Budget vs. Prior Year Original Budget Percent of Difference.	The amount printed by the system is the adopted budget divided by the prior year original budget amount.
45.	Proposed FTE (full time equivalency)	No calculation is performed for this item. The amount the system prints is the amount that was copied from the Budget Development System to the chart of accounts.

Defining General Financial Reports

Use GNL.570 – General Financial Report Writer to create and print a general ledger report of up to eight columns. After you create the report, you have the option of printing it while still in this program, or exiting the program and submitting it alone or with a group of reports by using GNL.575 – General Financial Report Writer Submittal.

Switch Setting

This program provides a switch setting that impacts how the program operates:

- Sort by offset then account number?

If you set the switch to **Y**, the reports sort first by the offset amount and then by account. If you set the switch to **N**, the report is sorted by account number.

You can use ACS.310 – Maintain Menu Item Definitions to change switch settings.

Naming the Report

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      12:39:32 DSP13
FMS              General Financial Report Writer      Ref: GNL.570 .01

  ①          Report Identifier: ② _____
Add
Change      For Print:
Delete      Report Month:          MAY _____
Lookup
Print
Index
End

                                         Auto Next Record? N
    
```

- 1 To add a new report, type **A** in the command field at ①.

- 2 In the *Report Identifier* field at ❷, type an identifier for this report.

You use the identifier to access the report when you change, look up, delete, or print it. Choose an identifier that corresponds to the content of the report. For example, you may use the identifier BEG CASH BAL for a report that includes beginning cash balances.

- 3 Press **Enter**. The system displays the first General Financial Report Writer account selection screen.

Defining the Report

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      12:39:43 DSP13
FMS                               General Financial Report Writer      Ref: GNL.570 .11
Report ID:      BUDGET _____
Report Title:   ❶ _____
Items to Print: B ❷
                A - Print account number only.
                T - Print account title only.
                B - Print both the account number and the title.

Report Sequence Logic:
  Element Name      New Page  Print  Offset  Select: From or
  (defines sequence) w/Total  Total  From  To      Only  To
1. FUND ❸ _____ N ❹  N ❺  0 ❻  0      ❷  ❸
2. UNIT _____  N      N      0  0      _____
3. FUNCTION _____ N      N      0  0      _____
4. DEPARTMENT _____ N      N      0  0      _____
5. OBJECT _____  N      N      0  0      _____
6. ❹ _____      N      N      0  0      _____
7. _____        N      N      0  0      _____
8. _____        N      N      0  0      _____
9. _____        N      N      0  0      _____
10. _____       N      N      0  0      _____
(*TYPE' for financial statement classification.)
Mode: Add          F3=Exit          F5=Reset  F12=Cancel      Cancel? N
    
```

- 1 In the *Report Title* field at ❶, type the title for the report. The title prints at the top of each page of the report.

- 2 Review the default (**B**) in the *Items to Print* field at ❷. To change the default, type **A** or **T**.

B Means both the account number and account title print on the report.

A Means only the account number prints on the report.

T Means only the account title prints on the report.

If you have defined titles for account elements in GNL.202 – Define Single Account Elements, the title you defined there is used here. If you didn't assign account titles and you also use the offset option, there will be no account titles in the report.

- 3 Review the *Report Sequence Logic* fields beginning at ③. Your selections in these fields determine the sequence in which the report is sorted.

The *Element Name* fields identify the information that prints on the report and the order in which the information prints.

The remaining columns determine how the system displays the information.

The elements appear in the order in which they are defined in GNL.101 – Define Account Code Format. To change the sequence in which the report is sorted, retype the element names beginning with the highest level of sort.

- 4 Review the default (**N**) in the *New Page w/Total* column under ④. If you want the report to begin a new page after every element total, change the field to **Y**.

N means the printer continues on the same page after printing an element total.

- 5 Review the default (**N**) in the *Print Total* column under ⑤. **N** means that no subtotals will be printed for elements when they change. If you want the report to calculate new totals each time the element value changes, type **Y** in the column for this element.

For example, if you type **Y** in the *Print Total* column for the element UNIT, the report prints a total for all account numbers with a Unit of 001 and then another total for all account numbers with a Unit of 002, and so on.

- 6 The offset fields indicate the positions within the element on which the system calculates totals. Review the defaults (**0**) in the *Offset From* and *To* fields beginning at ⑥. **0** means the system calculates a total every time the element changes. To change the defaults, type a number between **1** and **6** as appropriate.

If you place a **1** in each field, the system calculates a total only when the first position changes, such as when the element changes from 5000 to 6000.

If you put **1** in the *Offset From* field and **2** in the *Offset To* field, the system calculates a total only when there is a change in the first two positions, such as when the element changes from 5400 to 5500, but not from 5410 to 5420.

- 7 To limit the report to a single value for this element, type the element value in the *Select: From or Only* field at 7.

To limit the report to a range of values for this element, type the starting value in the *Select: From or Only* field at 7. Then type the ending value in the *To* field at 8.

For example, to include information only for FUND 001, type 001 at 7. To include information for FUNDS 001 through 110, type 001 at 7 and 110 at 8.

Using the *TYPE Function

- 8 *TYPE is a special keyword you can use in addition to account element names. It tells the system to sequence or total by financial classification. You can also apply selection logic using the desired numbers. For example, if you want the system to list only revenue and expense accounts, enter 7 in the *Select: From or Only* field and 8 in the *To* field.

The following is a list of valid financial statement classification codes:

- 0 Current asset
- 1 Fixed asset
- 2 Other assets
- 3 Current liability
- 4 Long-term debt
- 5 Other liability
- 6 Capital/surplus
- 7 Revenue
- 8 Expenses
- 9 All other

To limit the report to a single type or range of types of financial activity, type *TYPE at 9 and press until the cursor is on the *Select: From Only* or *To* fields, where you can enter the type or the range of types you want to include.

You can also sort the report by type of account. For example, if you select FUND, *TYPE, FUNCTION, and OBJECT, the program produces a report that is sequenced first by fund, then by the type of transaction each account is (liability, asset, expense, etc.), and then by the remaining elements.

- 9 When you press , the system displays the General Financial Report Writer column definition screen.

Defining the Columns for the Report

Now that you have specified the accounts to include on the report, you must identify the information to include for each account. You may specify up to eight items of information for each account; each item you select appears in a separate column on the report. Choose these items from the "Available Items" list displayed on the right side of the screen.

The first 17 items appear on this screen. Press **F1** (HELP) to see the remaining items. See also "Selecting Activity Types for Your Report" on page 8.

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      12:39:47 DSP13
FMS          General Financial Report Writer      Ref: GNL.570 .12
Balances to Print: R
Column Heading Sign Cent Item FY U      Available Items
1. ① _____ ② Y ③ 00 ④ ⑤ ⑥ 1. Beginning transaction balance.
2. _____ - Y 00 - 2. Current month transaction activity.
3. _____ - Y 00 - 3. Year-to-date transaction activity.
4. _____ - Y 00 - 4. Current transaction balance.
5. _____ - Y 00 - 5. Prior month transaction balance
6. _____ - Y 00 - 6. Beginning budget balance.
7. _____ - Y 00 - 7. Current month budget activity.
8. _____ - Y 00 - 8. Year-to-date budget activity.
9. _____ - Y 00 - 9. Current budget balance.
10. _____ - Y 00 - 10. Prior month budget balance.
11. _____ - Y 00 - 11. Current month encumbrance activity.
12. _____ - Y 00 - 12. Current encumbrance balance.
13. _____ - Y 00 - 13. Non-transacted budget balance avail.
14. _____ - Y 00 - 14. Non-encumbered budget balance avail.
15. _____ - Y 00 - 15. Cur trans balance as % of budget bal
16. _____ - Y 00 - 16. Cur month trans as % of budget bal
17. _____ - Y 00 - 17. Committed balance as % of budget bal
Use HELP key to display items 18-45.

Sign: R-Reverse D-Drop -Leave
Mode: Add          F3=Exit          F5=Reset F12=Cancel          Cancel? N
    
```

- 1 In the *Column Heading* field at ①, type the name you want to appear as the heading of the first column in the report and press **F1**.

The column heading can be up to two lines of 13 characters each. Press **F1** to advance the cursor to the second line after you type the first line of the heading.

- 2 Review the default (**blank**) in the *Sign* field at ②. The system uses the minus (-) sign to denote a credit. This option determines how those balances appear on the report.


Blank Means the system prints the true sign of the balance in this column.


R Means the system reverses the sign of the balance in this column.


D Means the system drops the sign so that all numbers appear as positive numbers.

- 3 Review the default (**Y**) in the *Cent* field at ③. This means the system prints both dollars and cents amounts in this column. If you do not want to display the cents amount, type **N**.

If you choose not to display cents, the system continues to calculate them, with rounding.

- 4 Type the number (**1 – 45**) of the activity to display in the first column on the report in the *Item* field at ④ and press .

The items you can choose from and their corresponding numbers for the first 17 items are listed under the *Available Items* heading. To display items 18 – 45, press  (Help).

- 5 If the fiscal year you want to include is different from the current fiscal year, type all four digits of the fiscal year for which you want to print activity in the *FY* field at ⑤ and press .

If you type a previous fiscal year, make sure that the files for that fiscal year are still on your system and the cross-reference file has been built.

- 6 If applicable, specify how you want the program to handle any restricted elements in the report by using the *R U* field at ⑥. The program displays this column only if you have restricted account elements defined in GNL.202 or GNL.203. Using this column, you can control whether restricted elements appear in the report.

R Selecting R means you want to print only restricted elements. If you specify R and the account contains elements that are unrestricted, the amount will not print.


U Selecting U means you want to print only unrestricted elements. If you specify U and any element is restricted in GNL.202 or GNL.203, the amount will not print.

Blank If you leave the field blank, the amounts print regardless of their restriction status.

- 7 Repeat steps 1 through 5 for each column of the report, up to a maximum of eight columns.

If you selected any ledger detail items (items 19 – 24), you can only use five columns on the report; otherwise, you can select up to eight.

Before you create an eight-column report, make sure your printer can support either 11" by 8 1/2" or 14" by 11" paper, as well as suppressed print (15 characters per inch by 8 lines per inch.)

- 8 Press . The system displays the General Financial Report Writer print options selection screen.

Setting Your Report Printing Defaults

You can print the report you design using this program, or you can use GNL.575 – General Financial Report Writer Submittal to submit the report alone or grouped with other reports. In either case, you first set the defaults for paper size, compressed print, number of copies, and detail options here.

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      12:39:53 DSP13
FMS              General Financial Report Writer      Ref: GNL.570 .13

Paper Options: (Use 'X' to select only one) ①
      - 8 1/2 by 11 inch
      - 11 by 8 1/2 inch
      X 14 by 11 inch

Compressed? (Y/N)      N ②

Copies:                1 ③
Detail Option:        0 ④
                    0 - Print all detail lines.
                    1 - Drop items with all zero
                       columns.
                    2 - Drop all detail lines.
                       (The lowest level total
                       becomes the detail line)
                    3 - Print the detail ledger
                       transactions.

Group budget accounts with
control accounts? (Y/N): Y ⑤
Mode: Add              F3=Exit              F5=Reset  F12=Cancel  Cancel? N
    
```

1 Type **X** next to the paper size you want to use for the report in the *Paper Options* fields below ①.

8 1/2" by 11"

Use the 8 1/2" by 11" paper size for any report up to five columns.

11" by 8 1/2"

Use the 11" by 8 1/2" paper size for any report. If you are printing a 7-column report, you must compress the print in order to fit the report on 11" by 8 1/2" paper.

14" by 11"

Use the 14" by 11" paper size for any report. If you are printing an eight-column report, you must compress the print to fit the report on 14" by 11" paper.

See also, "Planning Your Report," on page 7.

2 Review the default (**N**) in the *Compressed* field at ②. Type **Y** to compress the print size.

Compressed print means the size of the characters on the printed report will be reduced to 15 characters per inch and 8 characters per line, allowing more characters to be printed on every page. Use the compressed print option when you are printing an eight-column report on 11" by 8 1/2" paper.

- 3 Review the default (1) in the *Copies* field at ③. To print more than one copy of the report, type the corresponding number in this field and press .
- 4 Review the default (0) in the *Detail Option* field at ④. To change the default, type the number that represents the detail level you want.
- The detail options control the level of detail printed on the report as follows:
- 0 Is the default and means the system prints all accounts included in the sorting and selection logic defined when the report format was created.
 - 1 Means the system omits information for accounts that have a zero balance in all columns on the report.
 - 2 Means the system omits all detail lines on the report, and only totals appear on the report.
 - 3 Means the system prints detail ledger transactions. Type 3 if the report format includes detail ledger activity (items 19–24 on the “Available Items” list).
- 5 If the system displays the *Group budget accounts with control accounts?* field at ⑤, review the default (Y) at ⑤. Y means the system prints the detailed budget accounts with their control accounts.
- N means the system does not print the detailed budget accounts with their control accounts.
- The system displays this option only if you chose to use control accounts in GNL.100 – General Financial Management Options.
- 6 Press . The system displays the General Financial Report Writer command screen.

Printing the Report

Once you are back at the command screen, you can print the report you just defined from this program.

If you print from this program, the report prints interactively, which means your terminal is input-inhibited until the report is complete. You can also use GNL.575 – General Financial Report Writer Submittal to print the report in batch.

To print the report from this program:

- 1 Type **P** in the command field.
- 2 If you are printing the report you just defined, the system will already display the correct identifier in the *Report Identifier* field. Otherwise, type the identifier for the report you want to run.
- 3 Review the month displayed in *Report Month* field. You can change the month if you want.
- 4 Press **Enter**. The system prints the report interactively and it takes several minutes. During that time, your display station is input inhibited, which means that you are not able to use the terminal until the report finishes processing.

Defining Groups of Reports

If you have a number of reports that you run at the same time, you can use GNL.571 – Report Writer Group Maintenance to group the reports together. By putting the reports in a group, you can then submit the whole group to be printed, rather than having to submit each report individually.

First, use GNL.570 – General Financial Report Writer to define each of the reports. Then define a group containing each of the reports. Finally, use the group name you define here to submit each of the reports for printing using GNL.575 – General Financial Report Writer Submittal.

Creating A Report Group

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	12:42:15 DSP13
FMS		Report Writer Group Maintenance	Ref: GNL.571 .01

1 Add Change Delete Lookup Index End	Group Identifier: 2 _____ Index: 1 1 = Groups by ID
---	--

Auto Next Record? N

- 1 To add a new report group, type **A** in the command field at **1**.
- 2 In the *Group Identifier* field at **2**, type a unique identifier for this group. Make sure the identifier you choose corresponds to the reports you are including in this group.
- 3 Press **Enter**. The system displays the following screen.

Entering a Report Group Description

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	12:42:24 DSP13
FMS		Report Writer Group Maintenance	Ref: GNL.571 .11
Group ID: FINANCIAL_____			
Title: ❶ _____			
Mode: Add F3=Exit F5=Reset F12=Cancel Cancel? N			

- 1 In the *Title* field at ❶, type a description for this group of reports and press **Enter**. The system displays the Report Writer Group Maintenance line detail screen.

Specifying the Reports in the Group

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	12:42:39 DSP13
FMS		Report Writer Group Maintenance	Ref: GNL.571L.11
Group Identifier: FINANCIAL		MONTHLY FINANCIAL REPORTS	
Report Identifier: ❶ _____			
Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N			

- 1 Type the identifier of the first report you want to include in this group in the *Report Identifier* field at ❶.

You can use field-level indexing (F4) to help you select the report you want to include.

The reports you add to the group must already be defined in GNL.570 – General Financial Report Writer.

- 2 Press **Enter**.

The system adds the information you entered and returns the cursor to the beginning of the *Report Identifier* field at ❶ so that you can enter another report identifier.

The system prints the reports in the order you enter them using this program.

- 3 When you are finished entering report identifiers for the group, press **Enter** twice. The system displays the Report Writer Group Definition line command screen.

- 4 To exit the line command screen, type **E** in the *CMD* column and press **Enter**. The system displays the Report Writer Group Maintenance command screen.

Printing General Financial Reports

Use GNL.575 – General Financial Report Writer Submittal to submit a single report or a group of reports to the job queue. When you use this program to print reports, you can continue to use your terminal while the system processes and prints the report.

Specifying the Reports to Print

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	12:43:22 DSP13
FMS		General Financial Report Writer Submittal	Ref: GNL.575P.01
Group:		① _____	
or			
Report Identifier:		② _____	
Report Month:		JUNE _____ ③	
F3=Exit F4=Index F5=Reset F12=Cancel			Cancel? N

- 1 If you want to print a group of reports, type the group identifier in the *Group* field at ①.

Or

If you want to print one report, type the report identifier in the *Report Identifier* field at ②. You can use field-level indexing (F4) to help you select groups or report identifiers.

- 2 Review the default in the *Report Month* field at ③. To change the default, type the appropriate report month and press Field
Exit.

The last closed month is the default for this field. To include activity for unclosed months, type the current month in this field.

3 Press .

If you are printing a group of reports, the system displays a submittal prompt.

If you are printing an individual report, the program displays the printing default selection screen as you specified it when you defined the report. (See "Setting Your Report Printing Defaults" on page 20 for detailed information about this screen.)

4 Review the printing selections to confirm them for this printing. You can change any of your selections if you want to.

5 Press . The system displays a submittal prompt. Press to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

Sample General Financial Report

This section shows a sample general financial report definition, followed by a sample of the report the definition produces.

■ The report has been reduced and abbreviated to fit the page.

Report Definition

```

7/12/95  FY 95    CIMS III DEMONSTRATION DISTRICT      10:40:36 DSP13
FMS          Define General Ledger Financial Statements  Ref: GNL.580 .11
Report ID:   REVENUE/EXPENSE

Report Title: REVENUE / EXPENSE REPORT_____
Report Type(s) to Print: X Revenue/Expense Report
                    _ Balance Sheet
                    _ Trial Balance
Fund to Select or *ALL: *ALL   All Funds

Report Sequence Logic:
Element Name      Combine?      Print
(defines sequence)
1. OBJECT_____  NYYY__      Y
2. FUND_____    NNN__      N
3. UNIT_____    YY__       N
4. FUNCTION_____  YYY__     N
5. DEPARTMENT_____ NN__       N
6. _____     _____  -
7. _____     _____  -
8. _____     _____  -
9. _____     _____  -
Mode: Add          F3=Exit          F5=Reset  F12=Cancel  Cancel? N
    
```

```

7/12/95  FY 95    CIMS III DEMONSTRATION DISTRICT      10:40:36 DSP13
FMS          Define General Ledger Financial Statements  Ref: GNL.580 .11
Report ID:   BALANCE SHEET__

Report Title: BALANCE SHEET REPORT_____
Report Type(s) to Print: _ Revenue/Expense Report
                    X Balance Sheet
                    _ Trial Balance
Fund to Select or *ALL: *ALL   All Funds

Report Sequence Logic:
Element Name      Combine?      Print
(defines sequence)
1. FUND_____    NNN__      Y
2. UNIT_____    NN__       N
3. FUNCTION_____ NNN__      N
4. COURSE_____  NN__       N
5. OBJECT_____  NNNN__     N
6. _____     _____  -
7. _____     _____  -
8. _____     _____  -
9. _____     _____  -
Mode: Add          F3=Exit          F5=Reset  F12=Cancel  Cancel? N
    
```

6/15/95 FY 95 CIMS DEMONSTRATION SCHOOL DISTRICT 12:39:53 DSP13
FMS General Financial Report Writer Ref: GNL.570 .13

Paper Options: (Use 'X' to select only one)

- 8 1/2 by 11 inch
- 11 by 8 1/2 inch
- X 14 by 11 inch

Compressed? (Y/N) Y

Copies: 1

Detail Option: 0

- 0 - Print all detail lines.
- 1 - Drop items with all zero columns.

2 - Drop all detail lines.
(The lowest level total becomes the detail line)

3 - Print the detail ledger transactions.

Group budget accounts with control accounts? (Y/N): Y

Mode: Add

F3=Exit

F5=Reset F12=Cancel

Cancel? N

Report Sample

DATE - 7/12/95 TIME - 14:27:28 PROG - GNL.570 REPT - BUDGET 01		DEMONSTRATION SCHOOL DISTRICT BUDGET AND EXPENDITURES BY FUND FUND 001 GENERAL OPERATIONS December 31, 1995				
ACCOUNT NUMBER / TITLE	BEGINNING BUDGET	MONTH TO DATE ACTIVITY	YEAR TO DATE ACTIVITY	CURRENT ENCUMBRANCES	AVAILABLE BUDGET	
FUNCTION 000 UNDESIGNATED						
001.00.000.00.5140 TEACHERS SALARIES	5,000.00	.00	.00	.00	5,000.00	
001.00.000.00.5320 FICA CONTRIBUTIONS	.00	.00	.00	.00	.00	
001.00.000.00.5400 WAREHOUSE SUPPLIES	35,000.00	.00	4,027.52	13,872.50	17,099.98	
001.00.000.00.5410 SUPPLIES AND MATERIALS	802,500.00	.00	20,535.00	105,564.75	676,400.25	
001.00.000.00.5460 FREIGHT EXPENSE	5,000.00	.00	.00	.00	5,000.00	
001.00.000.00.5470 TAX EXPENSE	5,000.00	.00	.00	.00	5,000.00	
001.00.000.00.5555 PO ROLLOVER ACCOUNT	.00	.00	.00	.00	.00	
001.00.000.XX.XXXX UNDESIGNATED	857,500.00	.00	24,562.52	119,437.25	713,500.23	
FUNCTION 100 ADMINISTRATION						
001.00.100.00.5400 WAREHOUSE SUPPLIES	450,000.00	.00	.00	.00	450,000.00	
001.00.100.00.5410 SUPPLIES AND MATERIALS	468,850.00	.00	34,555.20	13,296.66	420,998.14	
001.00.100.XX.XXXX ADMINISTRATION	1,518,850.00	.00	61,519.70	13,296.66	1,444,033.64	
FUNCTION 120 SUPERINTENDENT						
001.00.120.00.5111 SUPERINTENDENT	105,000.00	3,288.46	13,153.84	72,346.12	19,500.04	
001.00.120.00.5112 ASSISTANT SUPERINTENDENT	70,000.00	2,500.00	10,000.00	55,000.00	5,000.00	
001.00.120.00.5310 LIFE INSURANCE	5,000.00	40.40	161.60	888.80	3,949.60	
001.00.120.00.5320 FICA CONTRIBUTIONS	5,000.00	442.81	1,771.24	7,293.14	4,064.38	
001.00.120.00.5340 STATE RETIREMENT	5,000.00	463.08	1,852.32	10,187.76	7,040.08	
001.00.120.XX.XXXX SUPERINTENDENT	206,000.00	6,734.75	26,939.00	145,715.82	33,345.18	
FUNCTION 130 BUSINESS SERVICES						
001.00.130.00.5510 IN STATE TRAVEL	2,500.00	.00	.00	.00	2,500.00	
001.00.130.XX.XXXX BUSINESS SERVICES	10,500.00	.00	.00	.00	10,500.00	
FUNCTION 200 INSTRUCTION						
001.00.200.00.5310 LIFE INSURANCE	4,000.00	.00	.00	.00	4,000.00	
001.00.200.00.5340 STATE RETIREMENT	4,800.00	.00	.00	.00	4,800.00	
001.00.200.XX.XXXX INSTRUCTION	17,800.00	.00	.00	.00	17,800.00	
FUNCTION 222 CAP IMPROV						
001.00.222.XX.XXXX CAP IMPROV	.00	.00	.00	.00	.00	
FUNCTION 310 PRINCIPALS SUPPORT						
001.00.310.00.5320 FICA CONTRIBUTIONS	5,000.00	.00	.00	.00	5,000.00	
001.00.310.XX.XXXX PRINCIPALS SUPPORT	10,000.00	.00	.00	.00	10,000.00	
FUNCTION 410 TRANSPORTATION						
001.00.410.00.5220 NON-INSTRUCTIONAL SALARY	78,200.00	1,126.13	5,280.52	37,729.36	35,190.12	
001.00.410.00.5310 LIFE INSURANCE	.00	.00	.00	.00	.00	
001.00.410.00.5320 FICA CONTRIBUTIONS	5,000.00	86.15	403.95	2,886.13	1,709.92	
001.00.410.XX.XXXX TRANSPORTATION	88,200.00	1,279.85	6,001.32	42,879.42	39,319.26	
FUNCTION 420 FOOD SERVICES						
001.00.420.00.5220 NON-INSTRUCTIONAL SALARY	53,000.00	4,062.50	16,250.00	89,375.00	52,625.00	
001.00.420.00.5310 LIFE INSURANCE	5,000.00	16.09	64.36	353.98	4,581.66	
001.00.420.00.5320 FICA CONTRIBUTIONS	5,000.00	310.78	1,243.12	3,001.12	755.76	
001.00.420.XX.XXXX FOOD SERVICES	68,000.00	4,714.37	18,857.48	99,880.10	50,737.58	
FUNCTION 450 DATA PROCESSING						
001.00.450.00.5730 CONSULTANT SERVICES	80,000.00	.00	.00	.00	80,000.00	
001.00.450.XX.XXXX DATA PROCESSING	160,000.00	.00	.00	.00	160,000.00	
FUNCTION 500 ADMINISTRATIVE SALARY						
001.00.500.00.5200 CLASSIFIED SALARIES	150,000.00	.00	.00	.00	150,000.00	
001.00.500.00.5220 NON-INSTRUCTIONAL SALARY	65,000.00	1,792.68	6,903.04	39,706.64	18,390.32	
001.00.500.00.5310 LIFE INSURANCE	5,000.00	20.20	80.80	444.40	4,474.80	
001.00.500.00.5320 FICA CONTRIBUTIONS	5,000.00	137.14	528.08	3,037.56	1,434.36	

Transaction Activity Report Writer



Use the Transaction Activity Report Writer to print detailed reports of selected general ledger account activity. You can print closed and open items for a given date range for each account. You can specify that open or closed items be printed in detail or on a summary line. The information included on the report comes from the detail files of the general ledger and includes the following types of transactions or activity:

- Original budget
- Adjustments to budget
- Budget transfers
- Total funds available
- Transactions
- Encumbrances
- Ending balance

The system prints each type of information in a separate column on the report. The format of the report is fixed, although you can select, sort, and subtotal within accounts.

When you print the report you can specify the following:

- A range of dates for the activity. Any activity before the beginning date is included in the beginning balance line. Any activity after the ending date is not included on the report.
- Accounts with zero balances can be suppressed.
- If you have a printer that supports compressed printing, you can choose to print the report using a format that is wider than 132 characters.
- If you are using control account budgeting, you can choose whether to include the detail accounts with the control accounts instead of printing them in their regular location.

This chapter describes the following programs:

- GNL.560 – Transaction Activity Report Writer
- GNL.565 – Transaction Activity Report Writer Submittal

Defining Transaction Activity Reports

Use GNL.560 – Transaction Activity Report Writer to define detailed reports of selected general ledger account activity.

Naming the Report

- 1 To add a new report, type **A** in the command field at ❶.
- 2 In the *Report Identifier* field at ❷, type a short identifier for your report.
■ You only need to use the rest of the fields on the screen if you print the report from within this program.
- 3 Press **Enter**. The system displays the Transaction Activity Report Writer definition screen.

Defining the Report

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 10:38:39 DSP13
 FMS Transaction Activity Report Writer Ref: GNL.560P.11

Report ID: MYDOC _____
 Report Title: ❶ _____
 Summarize: Closed, Open, Both, Neither? (C/O/B/N): C ❷

Report Sequence Logic: ❸

Element Name (defines sequence)	New	Print	Offset	Select: From or	
	Page	Total	From	To	Only To
1. FUND _____	N	N	0	0	_____
2. UNIT _____	N	N	0	0	_____
3. FUNCTION _____	N	N	0	0	_____
4. DEPARTMENT _____	N	N	0	0	_____
5. OBJECT _____	N	N	0	0	_____
6. ❹ _____	N	N	0	0	_____
7. _____	N	N	0	0	_____
8. _____	N	N	0	0	_____
9. _____	N	N	0	0	_____
10. _____	N	N	0	0	_____

(¹*TYPE¹ for financial statement classification.)

Mode: Add F3=Exit F5=Reset F12=Cancel Cancel? N

❶ In the *Report Title* field at ❶, type the title for your report. The report title prints at the top of each page of the report.

❷ Review the default (C) in the *Summarize* field at ❷. To change the value, type O, B, or N.

This field specifies what you want to summarize on your report.

- C** The system prints a summary line for the closed activity and all the detail lines for open activity.
- O** The system prints a summary line for the open activity and all the detail lines for the closed activity.
- B** The system prints a summary line for both open and closed activity.
- N** The system prints all the detail lines for both the open and closed activity.

❸ Review the *Report Sequence Logic* fields beginning at ❸. Your selections in these fields determine the sequence in which the report is sorted.

Element Name These fields identify the information that prints on the report and the order in which the information prints. The elements appear in the order they are defined in GNL.101 – Define Account Code Format. To change the sorting sequence of the report, retype the element names beginning with the highest level of sort. The remaining columns determine how the system displays the information.

New Page w/Total This field determines how you want the report to break pages. The default (**N**) in the column means the printer continues on the same page after printing an element total. If you want the report to begin a new page after every element total, change the field to **Y**.

Print Total This field determines when you want the report to print totals. The default (**N**) in the column means that the report does not print totals for each element. If you want the report to calculate new totals each time the element value changes, type **Y** in the column for this element.

For example, if you type **Y** in the *Print Total* column for the element UNIT, the report prints a total for all account numbers with a Unit of 001 and then another total for all account numbers with a Unit of 002, and so on.

Offset From and To The offset fields indicate the positions within the element on which the system calculates totals. Review the defaults (**0**) in the column. **0** means the system calculates a total every time the element changes. To change the defaults, type a number between **1** and **6** as appropriate.

If you place a **1** in each field, the system calculates a total only when the first position changes, such as when the element changes from 5000 to 6000.

If you put **1** in the *Offset From* field and **2** in the *Offset To* field, the system calculates a total only when there is a change in the first two positions, such as when the element changes from 5400 to 5500, but not from 5410 to 5420.

Select: From or Only

Use these fields to limit the report to a single value or to a range of values for this element. To limit the report to a single value, type the value in the field. To limit the report to a range of element values, type the starting value in the *Select: From or Only* field. Then type the ending value in the *To* field. For example, to include information only for FUND 001, type 001 in the *Select: From or Only* field. To include information for FUNDS 001 through 110, type 001 in the *Select: From or Only* field and 110 in the *To* field.

Using the *TYPE Function

- 4 *TYPE is a special keyword you can use in addition to account element names. It tells the system to sequence or total by financial classification. You can also apply selection logic using the desired numbers. For example, if you want the system to list only revenue and expense accounts, enter 7 in the *Select From or Only* field and 8 in the *To* field.

The following is a list of valid financial statement classification codes:

- 0 Current asset
- 1 Fixed asset
- 2 Other assets
- 3 Current liability
- 4 Long-term debt
- 5 Other liability
- 6 Capital/surplus
- 7 Revenue
- 8 Expenses
- 9 All other

To limit the report to a single type or range of types of financial activity, type ***TYPE** at 4 and press until the cursor is on the *Select: From or Only or To* fields, where you can enter the type (or the range of types) you want to include.

You can also sort the report by type of account. For example, if you select FUND, *TYPE, FUNCTION, and OBJECT, the program produces a report that is sequenced first by fund, then by the type of transaction each account is (liability, asset, expense, etc.), and then by the remaining elements.

- 5 When you press , the system displays the Transaction Activity Report Writer command screen.

Printing Your Report

You can print your report interactively or submit the report to the job queue for processing. To print your report interactively, you use the Transaction Activity Report Writer command screen. Printing a report interactively causes your terminal to be input inhibited. This means you will not be able to use the terminal until the report finishes processing.

If you prefer, you can submit the report to the job queue, using program GNL.565 – Transaction Activity Report Writer Submittal. Reports printed through this program are submitted to the job queue, allowing you to continue working at your workstation while the report processes.

Printing Reports from the Command Screen

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	10:38:22 DSP13
FMS		Transaction Activity Report Writer	Ref: GNL.560P.01

1 Add Change Delete Lookup Print Index End	Report Identifier: 2 _____ For Print: Beginning date for report detail: 6/01/95 3 Ending date for report: 6/15/95 4 Suppress printing lines with all amounts zero? (Y/N): N 5 Wide report format? (Y/N): N 6 N = 132 characters Y = 167 characters Group budget accounts with control accounts? (Y/N): Y 7
--	--

- 1 To print a report interactively, type **P** in the command field at **1**.
- 2 If you just added the format, the identifier appears in the *Report Identifier* field at **2**. To change the default, type the identifier of the report you wish to print. You can use field-level indexing (**F4**) to help you select a report identifier.
- 3 Review the *Beginning date for report detail* field at **3**. To change the beginning date, type the new date in MMDDYY format and press **F4**. The default for this field is the first date of the current system month.
- 4 Review the date in the *Ending date for report* field at **4**. To change the date, type the new ending date in MMDDYY format and press **F4**. The default is the current system date.
- 5 Review the *Suppress printing lines with all amounts zero?* field at **5**. If you choose **Y**, the system will not print lines that contain only zeros.
- 6 Review the selection in the *Wide report format?* field at **6**. If you select **N**, the report will print with 132 characters across the page; if you select **Y**, the report will print using 167 characters across the page.

- 7 Review the selection in the *Group budget accounts with control accounts?* field at 7. If you are using control account budgeting, you can have the detail accounts grouped with the control account, rather than printed in normal account sequence.

The system displays this field only if you chose to use control account budgeting in GNL.100 – General Financial Management Options.
- 8 Press . The report is processed interactively and your display station remains input-inhibited until processing is complete.

Printing Submitted Transaction Activity Reports

Use GNL.565 – Transaction Activity Report Writer Submittal to submit your transaction activity report to the job queue. If you print the report using this program, you will be able to continue using your terminal while the report processes and prints.

```

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 10:39:37 DSP13
FMS Transaction Activity Report Writer Submittal Ref: GNL.565P.01

Report Identifier: ① _____
Beginning date for report detail: 6/01/95 ②
Ending date for report: 6/15/95 ③
Suppress printing of lines with all
amounts zero? (Y/N): N ④
Print wide format? (Y/N): N ⑤
N = 132 characters
Y = 167 characters
Group budget accounts with
control accounts? (Y/N): Y ⑥

Index:
  1 = Valid Report Identifiers.

F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

```

- 1 Type the identifier of the report you want to print in the *Report Identifier* field at ①. You can use field-level indexing (F4) to help you select the report.
- 2 Review the date in the *Beginning date for report detail* field at ②. If it is incorrect, type the correct beginning date in MMDDYY format and press Field Exit. The default for this field is the first day of the current system month.
- 3 Review the *Ending date for report* field at ③. To change this date, type a new date in MMDDYY format and press Field Exit. The default is the current system date.
- 4 Review the value in the *Suppress printing of lines with all amounts zero* field at ④. If you choose **Y**, the system will not print lines that contain only zeros.
- 5 Review the selection in the *Print wide format?* field at ⑤. If you select **N**, the report will print with 132 characters across the page; if you select **Y**, the report will print using 167 characters across the page.

6 Review the selection in the *Group budget accounts with control accounts?* field at 6. If you are using control account budgeting, you can have the detail accounts grouped with the control account, rather than printed in normal account sequence.

The system displays this field only if you chose to use control account budgeting in GNL.100 – General Financial Management Options.

7 Press . The system displays a submittal prompt. Press to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

Sample Transaction Activity Report

This section shows a sample transaction activity report definition, followed by a sample of the report the definition produces.

Report Definition

7/12/95 FY 95 CIMS III DEMONSTRATION DISTRICT 10:40:36 DSP13
 FMS Define General Ledger Financial Statements Ref: GNL.580 .11
 Report ID: REVENUE/EXPENSE

Report Title: REVENUE / EXPENSE REPORT _____
 Report Type(s) to Print: X Revenue/Expense Report
 _ Balance Sheet
 _ Trial Balance
 Fund to Select or *ALL: *ALL All Funds

Report Sequence Logic:

Element Name (defines sequence)	Combine?	Print Total?
1. OBJECT _____	NYYY__	Y
2. FUND _____	NNN__	N
3. UNIT _____	YY__	N
4. FUNCTION _____	YYY__	N
5. DEPARTMENT _____	NN__	N
6. _____	_____	-
7. _____	_____	-
8. _____	_____	-
9. _____	_____	-

Mode: Add F3=Exit F5=Reset F12=Cancel Cancel? N4.even5(DISTRICT_) -290(10:

Report Sample

DATE - 7/12/95		DEMONSTRATION SCHOOL DISTRICT					PAGE 1	
TIME - 14:12:22		TRANSACTION ACTIVITY REPORT						
PROG - GNL.560		7/01/95 TO 8/30/95						
REPT - YDTRANSFUND001		YTD TRANSACTION FOR FUND 001					001.00.000.00.5400	
POSTING DATE	DESCRIPTION/ VENDOR NAME	VENDOR # JRN	ORIGINAL BUDGET INVOICE REF NUMBER	BUDGET TRANSACTIONS CHECK NUMBER	ADJUSTED BUDGET CHECK DATE	TRANSACTIONS	ENCUMBRANCE	ENDING BALANCE
001.00.000.00.5400			WAREHOUSE SUPPLIES					
	OPENING BALANCE		35000.00		35000.00	.00	.00	35000.00
8/28/95	FIRST NATIONAL	201 A/P	92035 53029		10434 8/29/95	162.42		
8/20/95	FIRST NATIONAL	201 P/O	92035 000005108				45.00	
8/20/95	FIRST NATIONAL	201 P/O	92035 000005108				117.42	
8/28/95	FIRST NATIONAL	201 A/P	92035 53029				117.42-	
8/28/95	FIRST NATIONAL	201 A/P	92035 53029				45.00-	
7/10/95	BOOKS & TEACHIN	44 P/O	92090				5.00	
	CLOSING BALANCE		35000.00	.00	35000.00	162.42	5.00	34832.58
001.00.000.00.5410			SUPPLIES AND MATERIALS					
	OPENING BALANCE		802500.00	.00	802500.00	1814.25-	100294.00	704020.25
7/24/95	NATIONAL COMPUT	1 A/P	92028 82029		10426 7/28/95	750.00		
7/24/95	NATIONAL COMPUT	2 A/P	92027 72029		10427 7/28/95	2500.00		
7/24/95	HARCOURT BRACE	89 A/P	92026 62029		10428 7/28/95	521.50		
7/24/95	HARCOURT BRACE	89 A/P	92026 62029		10428 7/28/95	536.25		
7/24/95	HARCOURT BRACE	89 A/P	92026 62029		10428 7/28/95	468.75		
7/24/95	HARCOURT BRACE	89 A/P	92026 62029		10428 7/28/95	356.25		
7/15/95	HARCOURT BRACE	89 P/O	92026 000005099				521.50	
7/15/95	HARCOURT BRACE	89 P/O	92026 000005099				536.25	
7/15/95	HARCOURT BRACE	89 P/O	92026 000005099				468.75	
7/15/95	HARCOURT BRACE	89 P/O	92026 000005099				356.25	
7/15/95	NATIONAL COMPUT	2 P/O	92027 000005100				2500.00	
7/15/95	NATIONAL COMPUT	1 P/O	92028 000005101				1000.00	
7/24/95	HARCOURT BRACE	89 A/P	92026 62029				521.50-	
7/24/95	HARCOURT BRACE	89 A/P	92026 62029				536.25-	
7/24/95	HARCOURT BRACE	89 A/P	92026 62029				468.75-	
7/24/95	HARCOURT BRACE	89 A/P	92026 62029				356.25-	
7/24/95	NATIONAL COMPUT	2 A/P	92027 72029				2500.00-	
7/24/95	NATIONAL COMPUT	1 A/P	92028 82029				750.00-	
7/12/95	BURNS OFFICE SU	15 P/O	92091				79.96	
	CLOSING BALANCE		802500.00	.00	802500.00	3318.50	100623.96	698557.54
001.00.100.00.5400			WAREHOUSE SUPPLIES					
	OPENING BALANCE		450000.00	.00	450000.00	.00	.00	450000.00
	CLOSING BALANCE		450000.00	.00	450000.00	.00	.00	450000.00
001.20.000.00.5830			FURNITURE AND EQUIPMENT					
	OPENING BALANCE		845000.00	.00	845000.00	2449.60	.00	842550.40
	CLOSING BALANCE		845000.00	.00	845000.00	2449.60	.00	842550.40
001.30.000.00.5830			FURNITURE AND EQUIPMENT					
	OPENING BALANCE		485000.00	.00	485000.00	.00	.00	485000.00
	CLOSING BALANCE		485000.00	.00	485000.00	.00	.00	485000.00
** SUBTOTAL FOR XXX.XX.XXX.XX.58XX			2499000.00	.00	2499000.00	98151.76	25000.00	2375848.24
001.00.000.00.5999			ERROR SUSPENSE ACCOUNT					
	OPENING BALANCE		5000.00	.00	5000.00	.00	.00	5000.00
	CLOSING BALANCE		5000.00	.00	5000.00	.00	.00	5000.00
** SUBTOTAL FOR XXX.XX.XXX.XX.59XX			5000.00	.00	5000.00	.00	.00	5000.00
** GRAND TOTALS **			5211850.00	.00	5211850.00	160555.32	172235.09	4879059.59

General Ledger Financial Statements



You can use GNL.580 – Define General Ledger Financial Statements to define and print general ledger financial statements. Using this program you can generate three types of reports:

- Revenue/Expense report
- Balance Sheet report
- Trial Balance

You can specify how the information is to be sorted, how the accounts are to be combined for printing on the reports, and when subtotals are to be printed for revenue/expense reports. Once you define a report format, the format remains on the system and can be printed at any time until you delete the it.

Revenue/Expense Reports

If you select a revenue/expense report, the program creates a report that includes the following information:

- Account number
- Account title
- Original budget
- Budget revisions
- Year-to-date activity
- Encumbrances (for expenses only)
- Budget balance for all revenues and expenses

After all expenses are listed for a fund, the program prints a line showing the excess of revenues over expenses for the year-to-date activity column.

Balance Sheet Reports

If you select a balance sheet report, the program creates a report that shows the current balance of all asset, liability, and fund equity accounts within a fund. In addition, the report brings forward the excess-of-revenues-over-expenses amount from the revenue/expense report (even if the revenue/expense report was not selected for printing) to print in the fund-equity section of the report. If the total asset amount for the fund does not equal total liabilities and fund equity amounts, the report prints a warning message stating that the entries are out of balance.

To calculate fund balances, the system:

- 1 Add the beginning fund balance amount to any adjustments or activity.
- 2 Calculates the difference between revenues and expenses.
- 3 Adds 1 and 2 together.

Trial Balance

If you select a trial balance report, the program creates a report that shows month-to-date and year-to-date balances listed in separate columns, which indicate whether the amount represents a debit or a credit balance for all accounts within a fund. If debits do not equal credits for either month-to-date or year-to-date columns, the report prints a warning message stating that the entries are out of balance.

Combining Accounts in the Reports

Instead of printing each individual account in the general ledger, each of the financial statement reports you select can print lines that reflect a total of several accounts based on any character within the account number.

For example, if you have a 4-digit numeric OBJECT element in your account number, you may wish to combine on the last 2 digits of the OBJECT so that all values for those last characters of the element are combined. You combine by indicating **N** (don't combine) or **Y** (combine) for each character; for example, the combine option for the OBJECT element can be typed as **NNYY**, indicating that accounts are to be combined based on the last 2 characters of the OBJECT. The following sample amounts would be combined as shown:

001.000.5410	001.000.5400
001.000.5440	
001.000.5620	001.0 00.5600
001.000.5635	

Characters that are combined are printed as zeros on the report. If an undefined account number element (type A as entered in GNL.101 – Define Account Code Format) is displayed in this process, it must be created in GNL.203 – Define Account Code Numbers so that an account title can be printed on the report.

As with entering the order in which you want to sort a report, setting up the combine flags correctly is a matter of trial and error.

Please be aware that selecting the combine option for trial balance reports can change debit/credit total amounts because lines normally listed as separate debits and credits could be combined; this would result in an amount that is a net of the separate debit and credit figures.

Ts388es.

Defining Financial Statements

Use GNL.580 – Define General Ledger Financial Statements to define the format of your financial statement reports.

Naming the Report

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	10:40:22 DSP13
FMS		Define General Ledger Financial Statements	Ref: GNL.580 .01

①

- Add
- Change
- Delete
- Lookup
- Index
- End

Report Identifier: ② _____

- 1 To add a new financial statement report, type **A** in the command field at ①.

- 2 In the *Report Identifier* field at ②, type an identifier for the report. It is helpful to identify a report based on its contents. The system uses the identifier to retrieve a report when you need to change, look up, delete, or print the report. You can use field-level indexing (F4) to help you choose a report identifier.

- 3 Press **Enter**. The system displays the following screen.

<i>Combine?</i>	If you want to combine account elements, change the appropriate character in the fields <i>Combine?</i> column for the element to Y . See the discussion about "Combining Accounts in the Reports" on page 45 for more information about using the combine option.
<i>Print Total?</i>	Use this field to specify when you want the report to print a total. If you type a Y , the report calculates a subtotal each time the element value changes. For example, if you type Y in the <i>Print Total</i> column for the element UNIT, the report prints a total for all account numbers with a Unit of 001 and then another total for all account numbers with a Unit of 002, and so on.

■ Subtotals only print on revenue/expense reports.

- 5 Press **Enter**. The system displays the Define General Ledger Financial Statements command screen.

Printing Your Financial Statements Interactively

You can print your financial statements interactively or submit them to the job queue for processing. To print interactively, use the Define General Ledger Financial Statements command screen. Printing a report interactively causes your terminal to be input inhibited. This means you will not be able to use the terminal until the report finishes processing.

If you wish, you can submit the report to the job queue instead by using the GNL.585 – General Ledger Financial Statement Submittal program. Reports printed through this program are submitted to the job queue, allowing you to continue to work at your display station while the report is processing.

Selecting the Report to Print

- 1 To print a report, type **P** in the command field.
- 2 If you just added the format, the identifier appears already appears in the field. To change the report, type the identifier of the report you want to print in the *Report Identifier* field.
- 3 Press **Enter**. The report is processed interactively and your display station remains input-inhibited until processing is complete.

Submitting Financial Statement Reports

Use GNL.585 – General Ledger Financial Statement Submittal to submit a financial statement report to the job queue rather than printing it interactively.

Selecting the Report to Print

```

6/15/95  FY 95    CIMS III DEMONSTRATION DISTRICT    10:41:01 DSP13
FMS          General Ledger Financial Statement Submittal    Ref: GNL.585P.01

Report ID to process: ① _____

Index:
  1 = Available Reports.

F3=Exit  F4=Index  F5=Reset  F12=Cancel    Cancel? N

```

- 1 Type the identifier of the report you want to print in the *Report ID to Process* field at ①. You can use field-level indexing (F4) to help you select a report identifier.
- 2 Press **Enter**. The system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

Sample Financial Statement Report

This section shows a sample general ledger financial statement report definition, followed by sample of the reports the definition produces.

■ The reports have been reduced and abbreviated to fit the page.

Revenue/Expense Report Definition

```

7/12/95  FY 95      CIMS III DEMONSTRATION DISTRICT      10:40:36 DSP13
FMS          Define General Ledger Financial Statements      Ref: GNL.580 .11
Report ID:   REVENUE/EXPENSE

Report Title: REVENUE / EXPENSE REPORT_____
Report Type(s) to Print: X Revenue/Expense Report
                    _ Balance Sheet
                    _ Trial Balance
Fund to Select or *ALL: *ALL   All Funds

Report Sequence Logic:
  Element Name          Combine?          Print
  (defines sequence)   Total?
1. OBJECT_____      NYYY__      Y
2. FUND_____         NNN__      N
3. UNIT_____         YY__       N
4. FUNCTION_____     YYY__      N
5. DEPARTMENT_____   NN__       N
6. _____         _____  -
7. _____         _____  -
8. _____         _____  -
9. _____         _____  -
Mode: Add              F3=Exit          F5=Reset  F12=Cancel  Cancel? N
    
```

Revenue/Expense Report Sample

PROG - GNL.586		DEMONSTRATION SCHOOL DISTRICT				PAGE 1	
REPT - REVENUE/EXPENSE		REVENUE / EXPENSE REPORT					
DATE - 7/12/95		REVENUE/EXPENSE REPORT					
TIME - 15:06:42		DECEMBER 31, 1995				GENERAL OPERATIONS	
** R E V E N U E S **							
ACCOUNT NUMBER	ACCOUNT TITLE	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY		BUDGET BALANCE	
001.00.000.00.4000	REVENUE	9,193,456.00	1,200.00-	5,080,000.00		4,112,256.00	
001.00.000.19.4000	REVENUE	10,000.00	1,200.00	.00		11,200.00	
	* TOTALS FOR 4000	9,203,456.00	.00	5,080,000.00		4,123,456.00	
	** TOTAL REVENUES	9,203,456.00	.00	5,080,000.00		4,123,456.00	
** E X P E N S E S **							
ACCOUNT NUMBER	ACCOUNT TITLE	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE	
001.00.000.00.5000	EXPENDITURES	13,895,953.00	.00	1,161,027.99	3,120,383.57	9,614,541.44	
001.00.000.01.5000	EXPENDITURES	157,000.00	.00	2,115.40	11,634.70	143,249.90	
001.00.000.02.5000	EXPENDITURES	222,400.00	.00	7,708.22	29,192.46	185,499.32	
001.00.000.03.5000	EXPENDITURES	64,150.00	.00	1,080.00	8,280.00	54,790.00	
001.00.000.04.5000	EXPENDITURES	72,897.64	.00	8,665.44	47,659.92	16,572.28	
001.00.000.05.5000	EXPENDITURES	192,100.00	.00	7,149.15	37,061.87	147,888.98	
001.00.000.06.5000	EXPENDITURES	.00	.00	.00	.00	.00	
001.00.000.07.5000	EXPENDITURES	89,000.00	.00	12,453.88	66,465.52	10,080.60	
001.00.000.08.5000	EXPENDITURES	152,200.00	.00	.00	.00	152,200.00	
001.00.000.09.5000	EXPENDITURES	48,000.00	.00	3,384.60	18,615.30	26,000.10	
001.00.000.14.5000	EXPENDITURES	258,500.00	.00	14,253.69	78,480.61	165,765.70	
001.00.000.19.5000	EXPENDITURES	98,000.00	.00	9,094.92	56,957.54	31,947.54	
001.00.000.22.5000	EXPENDITURES	26,000.00	.00	.00	2,568.00	23,432.00	
001.00.000.99.5000	EXPENDITURES	95,700.00	.00	.00	.00	95,700.00	
	* TOTALS FOR 5000	15,371,900.64	.00	1,226,933.29	3,477,299.49	10,667,667.86	
	** TOTAL EXPENSES	15,371,900.64	.00	1,226,933.29	3,477,299.49	10,667,667.86	
	*** EXCESS OF REVENUES OVER EXPENSES			3,853,066.71			

Balance Sheet Report Definition

```

7/12/95  FY 95      CIMS III DEMONSTRATION DISTRICT      10:40:36 DSP13
FMS          Define General Ledger Financial Statements      Ref: GNL.580 .11
Report ID:    BALANCE SHEET__

Report Title: BALANCE SHEET REPORT_____
Report Type(s) to Print:  _ Revenue/Expense Report
                          X Balance Sheet
                          _ Trial Balance
Fund to Select or *ALL:  *ALL   All Funds

Report Sequence Logic:
  Element Name
  (defines sequence)      Combine?      Print
                          Total?
1. FUND_____          NNN___      Y
2. UNIT_____          NN___      N
3. FUNCTION_____      NNN___      N
4. COURSE_____        NN___      N
5. OBJECT_____        NNNN___     N
6. _____          _____  -
7. _____          _____  -
8. _____          _____  -
9. _____          _____  -
Mode: Add          F3=Exit          F5=Reset  F12=Cancel      Cancel? N
    
```

Balance Sheet Report Sample

PROG - GNL.586	DEMONSTRATION SCHOOL DISTRICT	PAGE 1
REPT - BALANCE SHEET	BALANCE SHEET REPORT	
DATE - 7/12/95	BALANCE SHEET	
TIME - 14:45:38	JULY 12, 1995	GENERAL OPERATIONS
001.00.000.00.1130	INTERFUND CASH	15,132.75-
001.00.000.00.1210	ACCOUNTS RECEIVABLE	.00
*** TOTAL ASSETS		15,132.75- =====
001.00.000.00.1131	PAYROLL INTERFUND CASH	.00
001.00.000.00.2110	ACCOUNTS PAYABLE	.00
001.00.000.00.2130	RESERVE FOR ENCUMBRANCES	.00
001.00.000.00.2410	STATE TAXES PAYABLE	.00
001.00.000.00.2420	FEDERAL TAXES PAYABLE	.00
001.00.000.00.2430	FICA PAYABLE	.00
001.00.000.00.2440	CREDIT UNION PAYABLE	.00
001.00.000.00.2450	STATE RETIREMENT PAYABLE	.00
001.00.000.00.2460	FICA HOSP. INSURANCE	.00
001.00.410.00.2110	ACCOUNTS PAYABLE	.00
001.00.500.00.2110	ACCOUNTS PAYABLE	.00
001.00.630.00.2110	ACCOUNTS PAYABLE	.00
001.00.790.00.2110	ACCOUNTS PAYABLE	.00
001.10.201.00.2110	ACCOUNTS PAYABLE	.00
001.10.790.00.2110	ACCOUNTS PAYABLE	.00
001.20.201.00.2110	ACCOUNTS PAYABLE	.00
001.20.500.00.2110	ACCOUNTS PAYABLE	.00
001.20.790.00.2110	ACCOUNTS PAYABLE	.00
001.30.201.00.2110	ACCOUNTS PAYABLE	.00
001.30.500.00.2110	ACCOUNTS PAYABLE	.00
001.30.630.00.2110	ACCOUNTS PAYABLE	.00
001.30.790.00.2110	ACCOUNTS PAYABLE	.00
** TOTAL LIABILITIES		.00
001.00.000.00.3700	FUND BALANCE	.00
EXCESS OF REVENUES OVER EXPENSES		15,132.75-
** TOTAL FUND EQUITY		15,132.75-
*** TOTAL LIABILITIES AND FUND EQUITY		15,132.75- =====

5

Using the Free Format Report Writers

The FMS application provides two powerful free format report writers you can use to format your own reports.

- User Defined Financial Report Writer
- Free Form Report Writer

These powerful report writers provide a way for you to create custom reports according to your special report formatting requirements. When you need to create a financial report with a format that is different from those available with the other general ledger report writers, you can use one of the free format report writers to format your report. Many states have report format requirements that are very different from the standard FMS reports. The free format report writers enable you to duplicate state-required report formats without having to acquire custom code to perform the task.

The free format report writers provide report design flexibility in two ways:

- You can completely control the format of the report, including size, number of columns, and location of subtotals.
- You can perform calculations to obtain computed amounts (such as percentages) for your report.

The two free format report writers are similar in many ways: The User Defined Financial Report Writer is essentially an enhanced version of the Free Form Report Writer. The User Defined Financial Report Writer does not replace the free form report writer. You choose which report writer you want to use depending on your particular requirements.

The differences in the User Defined Financial Report Writer are:

- Significantly enhanced calculation definition and maintenance capability.
- More "date-sensitive" than the free form report writer because it calculates over the journals.

If You Already Have Free Form Reports Defined

If you are already using the free form report writer, you can convert your existing report definitions and calculations to the new user defined report writer if you wish. How do you decide whether or not you should change to the user defined report writer?

- You have much greater flexibility for defining complex calculations in the user defined report writer. The process of defining calculations is more flexible. A computation that may take 200 calculations in the free form report writer could probably be done in 10 calculations in the user defined report writer.
- The User Defined Financial Report Writer calculates over the journals rather than over the information in PGNL601; therefore, your report can be more accurate if it depends on information that is date-sensitive.

For those reports that can benefit from these enhancements, you should consider converting them to the user defined report writer.

However, there is one drawback to the User Defined Financial Report Writer as compared with the Free Form Report Writer: Depending on the complexity of the report, performance could be an issue for you. Since calculations are performed over the journals, it could take significantly longer to perform the calculations for the report.

Which Report Writer to Use for New Reports

If you are defining a new report, you need to decide which of the two report writers to use. The choice depends on the report's requirements.

Use the User Defined Report Writer If:

- The report requires a number of complex computations.
- Your calculations are date-sensitive.
- The length of time it takes the report to run is not an issue.
- You want to create groups of related reports.

Use the Free Form Report Writer If:

- Your calculation requirements are short and simple.
- It doesn't matter if the report only uses information from PGNL601.
- You don't need to group reports.

The remainder of this chapter describes the elements that are in common to both of the free format report writers.

The Sample Report

This chapter uses a sample report, shown on the following page, to illustrate concepts and instructions. This is a simplified report that is designed to illustrate the basic concepts of a free format report writer. Reports you design will probably be more complex.

A free format report writer enables you to create almost any format and automate the process of filling in the data required for each of the columns.

CIMS III Demonstration District
Third Quarter 1995

EXPENSES BY SCHOOL FOR DISTRICT ELEMENTARY SCHOOLS
(Excluding Services and Payroll)

EXPENSES	SCHOOL 1	SCHOOL 2	SCHOOL 3	TOTAL
Public Utilities	171,870.22	98,789.13	121,443.77	392,103.12
Cleaning, Repairs	42,899.00	36,799.42	51,999.36	131,697.78
Rentals	N/A	N/A	N/A	N/A
Insurance	36,135.36	27,872.85	32,122.00	96,130.21
Instructional Supplies	130,125.00	96,972.55	100,221.77	327,319.32
Maintenance Supplies	98,900.75	89,254.45	99,723.73	287,878.93
Heat Energy	233,432.78	175,093.42	169,789.21	578,315.41
Textbooks	167,909.90	157,981.83	161,942.32	487,834.05
Other Supplies and Materials	89,903.44	76,944.23	62,994.32	229,841.99
TOTAL EXPENSES	971,176.45	759,707.88	800,236.48	2,531,120.81

Report Prepared: April 29, 1996

PAGE 1

Parts of the Report

There are three basic parts of a free format report:

- Report Heading
- Report Detail
- Report Footer

Report Heading

The **heading** of a report consists of those lines at the top of the page that stay the same for each page of the report. You can use the report heading to include identifying information such as report titles, organization titles, and dates. You can control the number of lines in the heading, or you can choose not to use a heading.

Report Detail

Report **detail lines** are all of the lines on the report excluding the heading and footer. The report detail area is the area you use to compose the layout of the report and to include your data. Detail lines do not automatically repeat from one page to the next, even if you have the same information on two pages of the report. If you have information that you want to repeat from page to page, type that information in either the heading or footer lines.

Report Footer

The **footer** of the report consists of those lines at the bottom of each page of the report. You can control the number of lines in the footer, or you can choose not to use a footer at all. Footers often include page numbers and other types of information that identify and enhance the report.

The illustration on the next page shows the heading, detail, and footer lines of our sample report.

CIMS III Demonstration District
Third Quarter 1995

Report Heading

EXPENSES BY SCHOOL FOR DISTRICT ELEMENTARY SCHOOLS
(Excluding Services and Payroll)

EXPENSES	SCHOOL 1	SCHOOL 2	SCHOOL 3	TOTAL
Public Utilities	171,870.22	98,789.13	121,443.77	392,103.12
Cleaning, Repairs	42,899.00	36,799.42	51,999.36	131,697.78
Rentals	N/A	N/A	N/A	N/A
Insurance	36,135.36	27,872.85	32,122.00	96,130.21
Instructional Supplies	130,125.00	96,972.55	100,221.77	327,319.32
Maintenance Supplies	98,900.75	89,254.45	99,723.73	287,878.93
Heat Energy	233,432.78	175,093.42	169,789.21	578,315.41
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Other Supplies and Materials	89,903.44	76,944.23	62,994.32	229,841.99
TOTAL EXPENSES	971,176.45	759,707.88	800,236.48	2,531,120.81

Report Detail

Report Prepared: April 29, 1996

PAGE 1

Report Footer

Planning Your Report

Before you use a free format report writer to define a new report, you should take some time to plan the report on paper. Take a piece of graph paper, and use it to plan every aspect of your report. As you plan, you should consider the following:

- What size of paper will the report need?
- What size of type you want to use?
- How many lines on each page?
- What, if anything, should appear at the top (heading) and bottom (footer) of each page of the report?
- How many columns of information do you need? How far apart do the columns need to be spaced to allow for the width of each column?
- What data and calculations do you need on the report?

Plan the number of spaces you want between columns of data and where you want the report to have blank lines. Also consider whether you want to use lines to separate areas of your report.

Setting up the report detail can be the most complicated part of defining a new report because it is here that you specify the data to be included. Data can include fixed amounts that you type into the report or amounts either taken directly from the account balance file or computed through calculations.

As you begin planning the detail for your reports, you should also:

- Locate your source documents
- Determine where to find the data you will need for the report

Locate Your Source Documents

As you plan your report, you may find it useful to have the following source documents:

- A copy of the report you are trying to duplicate or a sketch of a report of your own design that you want to create
- A copy of your general ledger chart of accounts

With these two documents in hand, you can begin to analyze how the data you need to print relates to the actual data in your general ledger system.

Determine the Location of Report Data

The Free Form Report Writer uses the same information from the general ledger account balance file as the standard FMS report writers. Free form reports, therefore, include balances summarized by month rather than by individual transactions. The User Defined Report Writer, on the other hand, takes its information from the journals.

Regardless of their origin, you define each of the amounts in the form of a **calculation**. Calculations determine the dollar amounts that appear on the report and they can appear only in the body (detail) of the report; you cannot enter calculations in the heading or footer of the report.

The data that appears in the sample report as the result of a calculation is shown in the shaded areas in the figure on the following page.

CIMS III Demonstration District
Third Quarter 1995

EXPENSES BY SCHOOL FOR DISTRICT ELEMENTARY SCHOOLS
(Excluding Services and Payroll)

EXPENSES	SCHOOL 1	SCHOOL 2	SCHOOL 3	TOTAL
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Insurance	36,135.36	27,872.85	32,122.00	96,130.21
Instructional Supplies	130,125.00	96,972.55	100,221.77	327,319.32
Maintenance Supplies	98,900.75	89,254.45	99,723.73	287,878.93
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Other Supplies and Materials	89,903.44	76,944.23	62,994.32	229,841.99
TOTAL EXPENSES	971,176.45	759,707.88	800,236.48	2,531,120.81

Report Prepared: April 29, 1996

PAGE 1

Creating Your Report

Once you have planned your report and are ready to create it on the system, you will be using the report writer line screens. You establish the appearance of any report you produce with a report writer by typing, line by line, the report constants and calculations on three types of line screens:

- Heading Input (if the report requires heading information)
- Footer Input (if the report requires footer information)
- Detail Input

As you type your report, you will be using a full-screen editor to type the lines on the screen as they should appear on your report. You will also use special line commands to perform functions such as centering a line or right-justifying a number. The free format report writers also provide a number of special keywords to shorten the time it takes to enter information. Finally, you will be defining the calculations that determine the dollar amounts that appear on your report.

Using the Report Writer Editor

The line screens in the report writer are full-screen editors, which enable you to type text lines on the screen as they should appear on the report. While you are working with the line screens, you can use the following keys to move around on the screen:

Tab

Use the **Tab** key to move the cursor from the line command column at the left of the screen into the line entry area.

Arrow Keys

↑ ↓ ← →

Use the arrow keys to move around inside the line entry area.

ROLL or PAGE

Use the ROLL or PAGE keys to move the screen forward or backward to access lines that are not on the current screen.

Home

Press the **Home** key to return the cursor to the top entry position on the screen.




Del

You can use the **Del** key to modify the text you type or you can type over characters to make changes.

In addition to the keys, one important command to help you move around in the report is the Window command. The Window command is described in the next section, "Using the Report Writer Line Commands."

If you are familiar with a word processor, you might expect the text to wrap around when you reach the end of a line. However, with the free format report writer editor, you must indicate the end of the line by pressing **Enter** or **Tab**. You can then continue typing on the next line. (Text wrapping with the full-screen editor is similar to a standard typewriter, where you must press the carriage return at the end of each line.)

Using the Report Writer Line Commands

You can type individual line commands on any line in the command column of heading, detail, or footer input screens. When you type a command, you type the command over the line numbers (00001, 00002, and so on), starting at the left margin. To execute a line command, type the command, press  to clear the rest of the number, and then press . Pressing  after the command is necessary when you want a command to operate on more than one line or if you want to specify the number of spaces to move to the right or left.

A few of the line commands can only be used on the detail input lines screen.

When you use the Insert, Delete, Copy, or Move commands within the body of the report (as opposed to at the end of the report), the system may execute slowly because the program has to renumber all of the lines. Do not be surprised if it takes a few moments for your screen to reappear.


Basic Line Commands

The line commands described in this section can be used anywhere on your report: in the heading, detail, or footer sections.

Basic Line Command


Command Description








C (Copy)

The Copy command copies an existing line to another location that you specify. To copy a group of lines, type **CC** next to the first and last line of the group to be copied. When you press , the system copies the two lines marked with the **CC** command and all the lines in between.

If the beginning and ending lines for a group appear on different screens, type the first **CC** command, use the ROLL or PAGE keys to search for the ending line, and type the second **CC** command.

After you specify the lines you want to copy, you need to specify the destination. Type **A** next to the line that you want the copied line(s) inserted after, or type **B** next to the line that you want the copied line(s) inserted before.

If the destination for the group to be copied is on a different screen, use the ROLL or PAGE keys to search for the destination, type **A** or **B** to specify the location, and press .

CT (Center)	The Center command centers the text of the selected line on the page. Type CT in the <i>Cmd</i> column for a line and press  .
D (Delete)	<p>The Delete command deletes an existing line. You can delete more than one line at a time by typing D next to several lines and pressing .</p> <p>To delete a group of lines, type DD next to the first and last line of the group to be deleted. When you press , the system deletes the two lines with the DD and all the lines in between.</p> <p>I If the beginning and ending lines for a group appear on different screens, you must press  after each DD command when they are on different screens, or the system will not delete the entire group.</p>
E (End)	The End command terminates the current lines screen and continues to the next step of the program.
I (Insert)	The Insert command inserts a specified number of blank lines either between existing lines or before the last existing line. For example, if you type I3 next to line 2, the system inserts 3 blank lines between lines 1 and 2. If you type I with no number next to it, the system interprets this command as if you had typed I1 and inserts one blank line.
L (Left)	<p>The Left command moves the text of the line you select by the number of characters you specify. Type L (followed by the number of characters you want to move to the left) in the <i>Cmd</i> column for a line and press  and then . For example, if you type L5 in front of a line, the system moves the text of the line 5 characters to the left.</p> <p>To left-justify a group of lines, type LL (followed by the number of spaces to left-justify) next to the first and last lines of the group to be left-justified. The system moves the group of lines to the left for the specified number of columns.</p>
M (Move)	The Move command moves an existing line to another location that you specify. To move a group of lines, type MM next to the first and last line of the group to be moved. When you press  , the system moves the two lines marked with the MM command and all the lines in between.

If the beginning and ending lines appear on different screens, type the first **MM** command, use the ROLL or PAGE keys to search for the ending line, and type the second **MM** command.

After you specify the lines you want to move, you need to specify the destination. Type **A** next to the line that you want the moved line(s) inserted after, or type **B** next to the line that you want the moved line(s) inserted before.

If the destination for the group is on a different screen, use the ROLL or PAGE keys to search for the destination, type the **A** or **B** to specify the location, and press .

R (Right)

The Right command right-justifies the text of a selected line by the number of spaces you specify. Type **R** (followed by the number of spaces to right-justify) in the *Cmd* column for a line, press and then . For example, if you type **R5** in front of a line, the system moves the text of the line 5 spaces to the right.

To right-justify a group of lines, type **RR** (followed by the number of spaces to right-justify) next to the first and last lines of the group to be right-justified. The system moves the group of lines to the right for the specified number of columns.

S (Search)

The Search command specifies the starting line number from which the screen scrolls. To use the Search command, type **S** in the *Cmd* column for a line.

W (Window)

The Window command enables you to shift the display to the left or right to show line positions not currently displayed on the screen. To view characters not currently displayed, type **W** (followed by the character position number that you want to display) in the *Cmd* column for a line, press , and then press .

Use the Window command when the width of your report is greater than 66 characters, since only 66 characters appear on the screen at one time. The sample report is wider than 66 characters. To enter information on the right side of the report (beyond the 66th character), you need to use the Window command. When you have finished the line on the right side, use the Window command again to return to the left margin of the report.

Line Commands Used Only on the Detail Input Screen

In addition to the basic line commands, you can use the following commands only on the detail input screen:


Detail Input

Line Command

Command Description

H (Hidden)

The Hidden command specifies that a selected line is "hidden" on your report. In other words, the line you mark as a hidden line displays on the screen, but does not print on the report (except for a type "F" report, which is discussed in "Completing the Print Options Screen" later in this chapter).


To use the Hidden command, type **H** in the *Cmd* column for a line and press . The system displays a highlighted "H" character to the left of the line to remind you that the line is hidden on the printed report.

The Hidden command is useful when you want to comment about the report or enter calculations that are an intermediate step for computing other amounts that should appear on the report. Although you can enter hidden lines anywhere in the detail lines, it is recommended that you only use hidden lines at the beginning or end of the report to preserve the desired appearance of the report.

Once you hide a line with the H command, you cannot make it visible in the report again.

P (Page)


The Page command inserts a page break at the line you specify. In other words, the line that you specify as a page-break line prints at the top of the next page (after printing any applicable footer lines on the prior page and any applicable heading lines on the new page).

To use the Page command, type **P** in the *Cmd* column for a line and press . A highlighted "P" character displays to the left of the line to remind you of the lines you selected for page breaks.

To remove a page break, type **P** again in the *Cmd* column for the line for which a page break is specified. The highlighted "P" character disappears.

T (Title)


The Title command specifies that a selected line is a title line. A title line appears and remains at the top of the screen even when the Search command, ROLL, or PAGE keys are used.


To use the Title command, type **T** in the *Cmd* column for a line and press . Title lines appear at the top of the screen in the order that you select them. For example, if you select line 6 as a title line before line 3, line 6 appears ahead of line 3 on the display screen.

Title lines are useful when you are typing the basic format of your report. When you roll to the next screen to type more lines, the title lines stay at the top of the screen so that you can match the format of any new lines you type with the format of the title lines. For example, you can type X's where you want your columns of data, mark the line as a title line, and use the X's to help you line up your columns of data. Once you have typed your report, you can then delete the line of X's.

V (View)

The View command enables you to review and update calculations for which you have already typed names on a detail line. A calculation name always starts with the backslash (\) character. The View command searches for the backslash character. After the system locates one, the setup windows for that calculation appear on the screen.

If you type **V** in the *Cmd* column of a line containing a calculation, the setup window for the first calculation on that line appears on the screen. When you press  after the last field, the setup window for the second calculation on the line marked with the **V** command appears, and so on through all calculations on that line.

If you want to view a specific calculation on a line, type the number that corresponds to the calculation you want to display after the V command and then press . For example, on a line with six calculations, to access the third calculation on the line, type V3. In this way, you can access up to 10 calculations individually on any given line. V0 is equal to calculation number 10.

Using Keywords

A **keyword** is a string of characters that represents data that you want to include in your report. The free format report writers provide several keywords that represent information that can be contained in many reports or information that changes frequently. The keywords used by the free format report writers are not the same as those used elsewhere in the FMS application.

You can type a keyword for these types of information into your report and when your report prints, the information that the keyword represents overlays the keyword. You can use keywords to shorten the time it takes to enter information in your report. You can type a keyword in any position and on any line of a report (including heading and footer lines). You can type keywords in either uppercase or lowercase letters.

The special keywords for the free format report writers are as follows:

*BDATE	The beginning date of the current fiscal year, based on the report date typed on the Free Form Report Writer – Print Options screen.
*BDATE-n	The beginning date of a prior fiscal year. Specify the number of years prior to the fiscal year of the report date by the number 1 to 9.
*DATE	Prints the current system date in the format MM/DD/YY.
*EDATE	The ending date of the current fiscal year, based on the report date typed on the report writer print options screen.
*EDATE-n	The ending date of a prior fiscal year. Specify the number of years before the fiscal year of the report date by the number 1 to 9.
*NAME	Prints the company/organization name (up to 40 characters).
*PG	Prints a page number (up to 3 characters). If you want to print "Page" or any other words or symbols next to the page number, remember to type them as part of the skeleton.
*RDATE	Prints the report date typed on the Free Form Report Writer – Print Options screen in the format MM/DD/YY.
*RDATE-n	The report date for a prior year. You specify the number of years prior to the report date with a number from 1 to 9.

*HDATE	Prints the heading date you specify on the last screen of the User Defined Report Writer. It can be the same as the report date if you wish.
*REPORT	Prints the report identifier specified on the command display screen (up to 10 characters).
*TIME	Prints the current system time in the format HH:MM:SS.
*TITLE	Prints the report title specified on the heading input display screen (up to 40 characters).

The information corresponding to the keyword overlays the keyword when your report prints, starting in the position marked by the "*" character of the keyword. Therefore, as you plan your report, be sure to leave enough room for the information that will replace the keyword.

Specifying the Format of Dollar Amounts

While you are defining calculations for your reports, you will be asked to specify a format for dollar amounts. This is the format the system will use to print the number in the report. To format the amount, type "X" characters to designate numeric values. Use commas to separate the number as you desire. Use a period (if needed) to designate a decimal position. You can specify a maximum of four decimal positions. You can specify a maximum of 10 numbers to the left of the decimal.

There are several ways to have negative amounts print on your reports:

- Type a hyphen (-) or CR to the right of the number's format.
- Type parentheses [()] around the formatted number.
- Type a hyphen (-) to the left of the formatted number to make this character print immediately to the left of the printed number.
- Type an "R" as the first position of the formatted number to specify that the sign of the amount be reversed (from + to - or from - to +).

Be careful not to specify a print format that is so long that the formatted number, when printed on the report, overlays the number that should print immediately to the right. If you do specify a print format that is too long, a pound sign (#) appears on the report in place of an amount to indicate that the format is too long for the space provided.

The following table lists examples of print formats.

Format	Value	Result
XXX,XXX,XXX.XX-	1234.56	1,234.56
(XXX,XXX.XX)	1234.56-	(1,234.56)
(\$\$\$,\$\$.XX)	411.52-	(\$411.52)
\$\$\$,\$\$\$,\$\$\$-	123456.78	\$123,457-
XXX,XXX.XXCR	1234.56-	1,234.56CR
\$\$\$,\$\$.XXCR	1234.56-	\$1,234.56CR
\$XX,XXX.XXCR	1234.56-	\$ 1,234.56CR
(XXX,XXX.XX)	1234.56	1,234.56
XXX,XXX.XXCR	1234.56	1,234.56
-XXX,XXX.XX	1234.56-	-1,234.56
-XXX,XXX.XX	1234.56	1,234.56
-\$\$\$,\$\$\$,\$\$\$	123456.78-	\$-123,457
-\$\$\$,\$\$\$,\$\$	123456.78	\$123,457
RXXX,XXX.XX-	1234.56-	1,234.56
RXXX,XXX.XX-	1234.56	1,234.56-

Checklist for Creating a Report

Now that you have been introduced to the terms and concepts involved in using the free format report writers, this checklist provides a quick summary of the process of creating a report.

Step	Task
<input type="checkbox"/> 1.	<p>Plan your report.</p> <p>Using a sketch or sample of what you want your report to look like, make a detailed plan for the format of your report. Graph paper makes a useful tool when you are planning your report. Plan the report carefully, including counting the spaces between columns and the spaces you will need for each column of the report. See "Planning Your Report," on page 62 for hints about planning your report.</p>
<input type="checkbox"/> 2.	<p>Plan your calculations.</p> <p>Plan a naming convention for the data you want to include in your reports (input amounts, math computations, and file-computed amounts). Identify the accounts and balances you want to include. How you work with calculations is the major difference between the two free format report writers. Review the calculation definition rules for the report writer you plan to use.</p>
<input type="checkbox"/> 3.	<p>Review the keywords and special editing commands.</p> <p>Review the special keywords and editing commands that you will need to use when you enter your report. See "Using the Report Writer Editor" on page 65 and "Using Keywords" on page 71.</p>
<input type="checkbox"/> 4.	<p>Choose the report writer to use.</p> <p>Evaluate the requirements of your reports calculations and determine which of the two free format report writers you want to use for the report.</p>
<input type="checkbox"/> 5.	<p>Enter your report.</p> <p>Use FRW.100 – Free Form Report Writer or FRW.570 – User Defined Financial Report Writer to enter the report format. These report writer programs provide four separate screens for you to use for defining your report:</p> <p>The Header screen enables you to define the size of paper and type you want to use, as well as whether you want to use heading and footer lines. You also use the header to define page numbers, and number of lines on the page.</p> <p>The Heading Input screen enables you to define information you want to appear at the top of each page of your report. You can use some of the special report writer keywords to include the date or page number in your heading if you wish.</p>

Step	Task
	<p>Using your detailed plan as a guide, use the Detail Input screen to type the body of your report. Remember to indicate the financial data for the report by typing calculation names preceded by a backslash (\). While you are defining the body (or detail lines) of your report, you can also define the calculations, or you can wait and define your calculations later.</p> <p>The Footer Input screen enables you to include information on the bottom of each page of the report.</p>
<input type="checkbox"/> 6.	<p>Define the calculations in the report.</p> <p>For the Free Form Report Writer, you can use the FRW.100 – Free Form Report Writer detail input screen to define each of the calculations in your report. See the instructions beginning on page 70 for information about using the View command to define your calculations.</p> <p>You can also use FRW.120 – Calculations Maintenance and Print to define or revise your calculations if you wish.</p> <p>For the User Defined Financial Report Writer, you use FRW.301 – User Defined Report Calculations Maintenance to define calculations. Even if you want to define a calculation while you are working with the report format, the system accesses this program when you work with calculations.</p>
<input type="checkbox"/> 7.	<p>Print a sample of your report to check the format.</p> <p>If you specify S in the <i>Type of Report to Print</i> field on the print options screen, you can print a copy of your report showing the layout of the report and the print formats of the amounts. If you have any columns or rows out of alignment, or if you see another mistake, you can go back and edit the report until it's correct.</p> <p>You can also choose to print the report with the layout and the calculation names by choosing the F option in the <i>Type of Report to Print</i> field. This option also prints any "hidden" lines in your report, so it may affect the number of pages in your report.</p>
<input type="checkbox"/> 8.	<p>Print a copy of your report to check the calculations.</p> <p>If you specify A in the <i>Type of Report to Print</i> field on the print options screen, the system substitutes the information from the general ledger for your calculation names. If there are problems with the calculations, you can go back and edit the calculations until they are correct.</p>

6

User Defined Financial Report Writer

This chapter describes the programs that make up the User Defined Financial Report Writer. This report writer is one of two free format report writers available in the Financial Management System. For information about the free format report writers and an introduction to the terminology and concepts you need to know before you use one of the free format report writers, see Chapter 5, "Using the Free Format Report Writers."

This chapter provides detailed, step-by-step instructions for how to use the following programs:

- FRW.CVT1 – Convert Free Form Report Writer Files
- FRW.CVT2 – Convert Free Form Report Writer Calculations
- FRW.301 – User Defined Report Calculations Maintenance
- FRW.510 – User Defined Report Calculations Listing
- FRW.570 – User Defined Financial Report Writer
- FRW.571 – User Defined Report Writer Group Maintenance
- FRW.575 – User Defined Report Writer Submittal

Detailed information about each of these programs follows.

Converting Free Report Writer Formats

Use FRW.CVT1 – Convert Free Form Report Writer Files to convert existing Free Form report formats to User Defined Financial Report Writer formats. You can convert a single report, a range of reports, or all free form reports to user defined financial report formats.

Converting a report makes a second copy of the report format that you can use with the User Defined Financial Report Writer. The Free Form version of the report format does not change and is not deleted.

Selecting the Reports to Convert

```

12/19/95  FY 96  CIMS III DEMONSTRATION DISTRICT  12:55:34 DSP13
FMS          Convert Free Form Report Writer Files  Ref: FRW.CVT1.01

Select (Blank for All)

Report Name
From/Only:  ① _____
To:         ② _____

F3=Exit  F4=Index  F5=Reset  F12=Cancel

```

- 1 To convert a single report, type the report identifier in the *From/Only* field at ①.

To convert a range of reports, type the first report identifier in the range in the *From/Only* field, and type the last report in the range in the *To* field at ②.

To convert all free form reports to user defined financial reports, leave these fields blank.

- 2 Press **Enter**. The system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

Converting Calculations

Use FRW.CVT2 – Convert Free Form Report Writer Calculations to convert Free Form Report Writer calculations for use in the User Defined Financial Report Writer.

Selecting the Calculations to Convert

```

12/19/95  FY 96  CIMS III DEMONSTRATION DISTRICT  12:55:59 DSP13
FMS          Convert Free Form Report Writer Calculations  Ref: FRW.CVT2.01

Select (Blank for All)

Calculation Name
From/Only:  ① _____
To:         ② _____

F3=Exit  F4=Index  F5=Reset  F12=Cancel
  
```

- 1 To convert a single calculation, type the calculation name in the *From/Only* field at ①.

To convert a range of calculations, type the first one in the range in the *From/Only* field, and type the last calculation in the range in the *To* field at ②.

To convert all free form calculations to user defined financial report calculations, leave these fields blank.

- 2 Press **Enter**. The system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

Defining Calculations

Use FRW.301 – User Defined Report Calculations Maintenance to define and maintain calculations to be used in the user defined financial report writer.

When you choose FRW.301 – User Defined Report Calculations Maintenance from the Free Form Report Writer menu, the system displays a command screen. Type the command you want to use, followed by the name of the calculation. The system displays the following screen.

Defining the Calculation

```

12/19/95  FY 96  CIMS III DEMONSTRATION DISTRICT      12:56:19 DSP13
FMS              User Defined Report Calculations Maintenance  Ref: FRW.301 .11

Calc ID: NEWCALC____ Description: ① _____

Printing Format:  XXX,XXX,XXX.XX- ② _____ Sign: ③ (R/D/Blank)
Activity Dates:  *BDATE__ thru *RDATE__ ④ _____
Math Computations: ⑤ _____

-----
-----

                          Predefined Calculations
BUDBEG=Beginning Budget Amount          ENCAAnn=Encumbrance Activity (Month nn)
BUDAnn=Budget Activity (Month nn)       ENCACT=Encumbrance Activity (YTD)
BUDACT=Budget Activity (YTD)            ENCBAL=Encumbrance Balance
BUDBAL=Budget Balance                   REMBAL=Remaining Balance
TRNBEG=Beginning Transaction Amount     BUDPL1=Proposed Budget Level 1
TRNAnn=Transaction Activity (Month nn)  BUDPL2=Proposed Budget Level 2
TRNACT=Transaction Activity (YTD)       BUDADP=Adopted Budget
TRNBAL=Transaction Balance              BUDAPR=Approved Budget
UNEBAL=Unexpended Budget Remaining     BUDPYR=Prior Year Budget
ENCBEG=Beginning Encumbrance Amount     BUDFTE=FTE Amount
Mode: Add                               F3=Exit F4=Index F5=Reset F12=Cancel

```

1 In the *Description* field at ①, type a description of this calculation.

2 Review the default in the *Printing Format* field at ②. This field specifies the printing format for the result of the calculation.

3 Review the default (**blank**) in the *Sign* field at ③. This field determines how the calculation result will appear on the report.

Blank The system prints the true sign of the calculation result.

R The system reverses the sign of the calculation result.

D The system drops the sign so that all numbers appear as positive numbers.

4 Review the default in the *Activity Dates* field at ④. You can change them if you want. You can use the same date keywords as you could for calculations in the free form report writer (for example, *BDATE, *BDATE-n, *EDATE, *EDATE-n, *RDATE, *RDATE-N, *DATE).

5 In the *Math Computations* fields beginning at ⑤, define the calculation.

Unlike the free form report calculation definition, you can use these fields to define input amounts or math calculations. For example:

To enter a constant amount: If you want the amount for this calculation to always be the same, simply type the amount in the *Math Computation* field.

To enter computations involving other calculations: If, for example, you want to add calculations \ABC123 and \XYZ789, type ABC123+XYZ789.

Other Math Computations: You can define other math computations as needed, perhaps using the predefined calculations if appropriate. For example, BUDBEG + BUDACT.

6 Look over the calculations that have already been defined for you.

BUDBEG	Beginning budget amount stored in PGNL601 in field GLBBEG. This calculation is not date sensitive, thus the activity dates have no impact on this calculation except in determining which fiscal year's data to use.
BUDAnn	Budget activity for month nn. This is the total of the amounts stored in the budget journal files (open and closed) PGNL503 and PGNL513. This calculation is not date sensitive, thus the activity dates have no impact on this calculation except in determining which fiscal year's data to use. This calculation is used to derive the budget activity for the calendar month entered in place of nn. For example if you want to derive the budget activity for the month of November, type BUDA11. The print program adds up all budget activity with a posting date of November from the journal files.
BUDACT	Budget activity from the amounts stored in PGNL503 and PGNL513 in field JRAMT. This calculation is date sensitive, thus the activity dates affect which records from the journal files are considered. The print program determines if the posting date of the journal transaction is within the range specified in the <i>Activity Dates</i> fields.

TRNBEG	The beginning transaction amount stored in PGNL601 in field GLTBEG. This calculation is not date sensitive.
TRNAnn	Transaction activity for month nn. It is the total of the amounts stored in the transaction journal files (open and closed). This calculation is not date sensitive. The print program adds up all transaction activity with a posting date of nn from the journal files.
TRNACT	Transaction activity from the amounts stored in PGNL502 and PGNL512 in field JRAMT. This calculation is date sensitive, so the <i>Activity Dates</i> fields affect which records from the journal files are considered. The print program determines if the posting date of the journal transaction is within the range specified in the <i>Activity Dates</i> fields.
ENCBEG	Encumbrance amount stored in PGNL601 in field GLEBEG. The calculation is not date sensitive.
ENCAnn	Encumbrance activity for month nn. This is the total of the amounts stored in the encumbrance journal files (open and closed) PGNL504 and PGNL514. The calculation is not date sensitive. The print program adds up all encumbrance activity with a posting date of nn from the journal files.
ENCACT	Encumbrance activity from the amounts stored in PGNL501 and PGNL514 in field JRAMT. The calculation is date sensitive, thus the activity dates affect which records from the journal files are considered. The print program determines if the posting date of the journal transaction is within the range specified in the <i>Activity Dates</i> fields.
REMBAL	Unencumbered balance remaining derived from the amounts stored in PGNL601 and the open and closed journal files. The calculation is date sensitive, thus the activity dates affect which records from the journal files are considered. The print program determines if the posting date of the journal transaction is within the range specified in the <i>Activity Dates</i> fields.

- BUDPL1** Proposed budget level one amount stored in PGNL601 in field GLBGT1. This calculation is not date sensitive.
- BUDPL2** Proposed budget level two amount stored in PGNL601 in field GLBGT2. This calculation is not date sensitive.
- BUDADP** Adopted budget amount stored in PGNL601 in field GLDBGT. This calculation is not date sensitive.
- BUDAPR** Approved budget amount stored in PGNL601 in field GLPBGT. This calculation is not date sensitive.
- BUDPYR** Prior year budget amount stored in PGNL601 in field GLPAMT. This calculation is not date sensitive.
- BUDFTE** Budget FTE amount stored in PGNL601 in field GLFTE. This calculation is not date sensitive.

7 Press **Enter**. If you entered one of the predefined calculations in the *Math Computations* lines, the program displays a screen where you can enter account information for the calculation.

Selecting Accounts

```

12/19/95  FY 96  CIMS III DEMONSTRATION DISTRICT      12:57:18 DSP13
FMS                User Defined Report Calculations Maintenance  Ref: FRW.301 .12

Calc ID:      NEWCALC
Description:  REVISED CALCULATION

Element Name  ①      From ②  To ③
FUND _____
UNIT _____
FUNCTION _____
DEPARTMENT _____
OBJECT _____
SUBOBJECT _____
_____
_____
_____

('*TYPE' for financial statement classification.)

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel
    
```

- 1 Review the account element names displayed in the *Element Name* column under ❶. These fields identify the information that prints on the report and the order in which the information prints. The elements appear in the order they are defined in GNL.101 – Define Account Code Format. To change the sorting sequence of the report, retype the element names beginning with the highest level of sort.

You can also use the *TYPE keyword. If you use *TYPE, the program calculate amounts from the records selected where the PGNL601 records financial classification matches the *From* and *To* ranges specifies. You may enter *TYPE only once on this screen.

- 2 Use the *From* fields under ❷ and the *To* fields under ❸ to limit the report to a single value or to a range of values for this element. To limit the report to a single value, type the value in the *From* field. To limit the report to a range of values, type the first value in the *From* field and the last value in the range in the *To* field.

If you leave both the *From* and *To* fields blank, the program considers all elements in the account string for the *Element Name*.

- 3 Press . The system displays the command screen.

Printing a Calculation Listing

Use FRW.510 – User Defined Report Calculations Listing to print a listing of some or all of the calculations defined in FRW.310.

Limiting the Report

```

12/19/95  FY 96  CIMS III DEMONSTRATION DISTRICT  12:57:38 DSP13
FMS          User Defined Report Calculations Listing  Ref: FRW.510 .01

Select (Blank for All)

Calculation Name
From/Only:  ① _____
To:         ② _____

F3=Exit  F4=Index  F5=Reset  F12=Cancel

```

- 1 To limit the listing to a single calculation, type the calculation name in the *From/Only* field at ①.

To include a range of calculations, type the first calculation in the range in the *From/Only* field, and type the last calculation in the range in the *To* field at ②.

To print all the calculations, leave these fields blank.

- 2 Press **Enter**. The system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

Creating User Defined Financial Report Formats

Use FRW.570 – User Defined Financial Report Writer to create and maintain your report formats.

If your screen supports a 132 x 27 display size, you can use it to advantage in FRW.570 – User Defined Financial Report Writer. It would be an advantage not to have to use “windowing” to work with a full 132-character line.

Naming the Report

```

12/19/95 FY 95 CIMS III DEMONSTRATION DISTRICT 12:57:57 DSP13
FMS User Defined Financial Report Writer Ref: FRW.570 .01

  ①      Report Identifier: ② _____
Add
Change  Copy From Report: ③ _____
Delete
Lookup
Index      Index: 1
Print      1 = Reports by ID
End

```

- 1 To add a new user defined report definition, type **A** in the command field at ①.
- 2 In the *Report Identifier* field at ②, type a brief identifier for the report. It is helpful to identify a report based on the its contents.
- 3 You can use the *Copy From Report* field at ③ to save time when you are creating several reports that differ only slightly. You can copy the specifications for one report into a second report and then make modifications rather than retype all of the specifications. To copy another user defined report format, type its identifier in the field. Otherwise, you can skip this field.

You can use field-level indexing (**F4**) to help you select a report identifier.
- 4 Press **Enter**. The system displays the User Defined Financial Report Writer Header Input screen.

Specifying Report Parameters

```

12/19/95 FY 96 CIMS III DEMONSTRATION DISTRICT      12:58:17 DSP13
FMS   User Defined Financial Report Writer - Header Input  Ref: FRW.570 .11
Report ID: NEWGRP      Report Title: ① _____

Display Heading Section?          Y ② (Y/N)
Display Detail Section?          Y ③ (Y/N)
Display Footer Section?          Y ④ (Y/N)

Paper Options: ⑤                  X 14 by 11 inch
(Use X to select only one)      - 14 by 8 1/2 inch
                                  - 8 1/2 by 11 inch
                                  - 11 by 8 1/2 inch

Characters per Inch:              ⑥ (10/12/15)
Lines per Inch:                  ⑦ (4/6/8)

First Printing Line for Report Heading: 1 ⑧
First Printing Line for Report Detail: 3 ⑨
Last Printing Line for Report Detail: 60 ⑩
First Printing Line for Report Footer: 61 ⑪
Starting Page Number:            1 ⑫
Suppress Printing of Zero Amount Items? N ⑬
Fund to Select for Entire Report: ⑭ _____
Mode: Add          F3=Exit          F5=Reset  F12=Cancel

```

- 1 In the *Report Title* field at ①, type a title for the report. The report title identifies a report on the User Defined Financial Report Writer Index/Selection screen and can also be printed on the report using the *TITLE keyword. For more information about keywords, see "Using Keywords" on page 71.
- 2 Review the default (Y) in the *Display Heading Section?* field at ②. You use this field to choose whether you want the program to display the heading input screen so that you can either create new or edit existing heading lines for your report.
If you choose N, the program will not display the heading input screen.
- 3 Review the default (Y) in the *Display Detail Section?* field at ③. You use this field to choose whether you want the program to display the Detail Input screen so that you can either create or edit the detail lines of the report.
If you choose N, the program will not display the report detail input screen.
- 4 Review the default (Y) in the *Display Footer Section?* field at ④. You use this screen to choose whether you want the program to display the footer input screen so that you can either create new or edit existing footer lines for your report.
If you choose N, the program will not display the footer input lines screen.

- 5 Review the selections in the *Paper Options* fields at 5. Choose the paper size you want to use for the report by typing **X** next to the appropriate selection. The default is 14 by 11 inches.

The paper format you choose depends on the capabilities of your printer. Familiarize yourself with the capabilities of your printer before you create your report. If in doubt, check with your system operator.

Be careful about changing the paper format for an existing report. If you change the format of an existing report to a narrower-sized paper, any data you enter on the right side of the report that does not fit on the new paper size will not print on your report and is deleted from your report data file.

- 6 Review the default (**10**) in the *Characters Per Inch* field at 6. To change the value, type **12 or 15**.

In general, standard computer paper of 14 x 11 inches should be printed with 10 characters per inch. The decision to compress print with 12 or 15 characters per inch depends on the capabilities of your printer. If in doubt, check with your system operator.

- 7 Review the default (**6**) in the *Lines Per Inch* field at 7. To change the value, type **4 or 8**.

The value you type in this field determines how many lines print in each vertical inch of the report. The only valid values for this field are 4, 6, or 8. The value you choose depends on the capabilities of your printer. In general, standard computer paper of 14 x 11 inches should be printed with 6 lines per inch.

- 8 Review the default (**1**) in the *First Printing Line for Report Heading* field at 8. You can change the line number if you wish.

Heading lines print at the top of each page of the report. If your report requires heading lines, you must type a beginning line number for the heading to print.

The number of heading lines available is determined by the number in the field at 8 and the number in the field at 9. For example, if 8 is 1 and 9 is 3, then there are two heading lines available.

The number you type in this field must be less than the first printing line for the report detail lines.

- 9 Review the default (**3**) in the *First Printing Line for Report Detail* field at 9. This field specifies the line number where the detail lines begin printing on each page of the report. It also helps determine the number of available lines for the heading.

The number you type must be less than the maximum number of lines that can print on one page of the report (which is the paper size multiplied by the lines per inch) and also greater than the first printing line of the report heading (if the report requires a report heading).

- 10 Review the default (**60**) in the *Last Printing Line for Report Detail* field at 10. This field specifies the last line number of each page of the report on which detail lines are printed. The number you type in this field must be less than the maximum number of lines that can print on one page of the report (which is the paper size multiplied by the number of lines per inch) and also less than the first printing line for the report footer (if the report requires a footer). The number must also be greater than the first printing line for the report detail.

- 11 Review the default (**61**) in the *First Printing Line for Report Footer* field at 11. Footer lines print at the bottom of the page and repeat at the bottom of each page of the report. If your report requires more than one footer line, you type a line number in this field to indicate where the footer lines are to begin printing. If you do not type a line number in this field, no footer lines print on your report.

The number you type in this field must be less than the maximum number of lines that can print on one page of the report (which is the paper size multiplied by the lines per inch) and more than the number you type in the *Last Printing Line for Report Detail* field.

For example, if the paper size is 11 by 8-1/2 inches, and the lines per inch is 8, there will be 68 lines available for the report. If the footer value is 64, there will be 5 footer lines available.

- 12 Review the default (**1**) in the *Starting Page Number* field at 12. This field sets the starting page number of your report. If you type another number in the field, the first page of your report starts with that number.

- 13 Review the default (**N**) in the *Suppress Printing of Zero Amount Items* field at 13. **N** means you want to print zero amounts on the report. An amount field with two decimals appears on the report as "0.00," and an amount field with no decimals appears as "0."

If you choose **Y**, zeros are not printed.

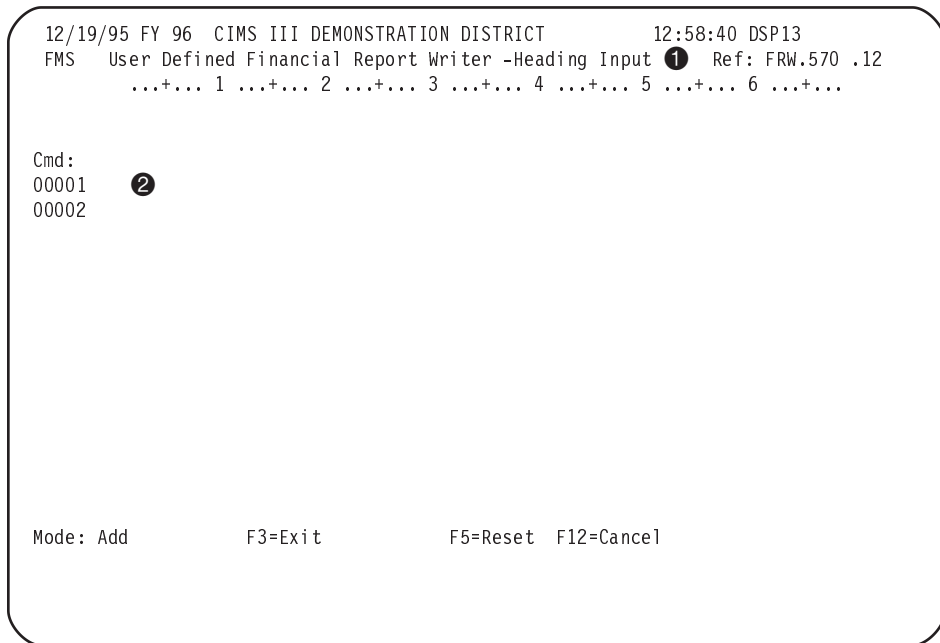
- 14 To limit the report to a single fund, type a valid fund code in the *Fund to Select for Entire Report* field at ⑭.

This field is useful if you want to create a report and limit it to one fund for all report amounts. When you enter the fund code in this field, you eliminate the need to specify the fund in each calculation of the report.

This capability is especially useful when you use the same format for several reports with the only difference being the fund you specify. In this situation, you could save time by creating the report one time, copying the report as many times as needed, and then changing the fund for each report.

- 15 Press **Enter**. The system displays the line screens you selected. If you chose to display no line screens, the system displays the User Defined Financial Report Writer command screen.

Adding Report Headings



- 1 Review the type of input screen at ①. Each of the three types of line screens look the same. Especially when you are creating your report, be sure to check which screen you are using.
- 2 Press **Tab** to move the cursor into the line entry area beginning at ②. The initial cursor position is at the far left, over the line number, so that you can enter a command if you wish. To enter lines, move the cursor to the line entry area.

The number of lines you have for the heading depends on the number you specified in the *First Printing Line for Report Heading* and the *First Printing Line for Report Detail* fields in the heading input screen.

There is a special keyword called *HDATE, which is a report heading date. This keyword can only be used for printing and cannot be used in calculation definitions.

For additional information about how to use this line screen, see "Using the Report Writer Line Commands" on page 66.

- 3 To stop entering heading lines, type **E** in the first position in the *Cmd* column and press . The system displays a prompt asking whether you wish to update changes. To save the report heading you have just typed, press . If you do not want to save the heading, type **N** and press .

The system displays the next line screen, as specified in your selections on the Header Input screen.

Completing the Detail Input Line Screen

```

12/19/95 FY 96 CIMS III DEMONSTRATION DISTRICT      12:59:35 DSP13
FMS   User Defined Financial Report Writer - Detail Input  Ref: FRW.570 .13
      ...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...

Cmd:
00001  ①
00002
00003
00004
00005
00006
00007
00008
00009
00010
00011
00012
00013
00014
00015
00016
Mode: Add          F3=Exit          F5=Reset  F12=Cancel

```

- 1 Begin typing the lines of the body of the report at ①. Press as you complete each line.

■ Remember to press to move to the entry area of the screen.

Notice the line scale at the top of the screen. Use this scale for aligning columns of data.

Adding Calculations

- 1 To begin defining the calculations in your report, type the calculation name in the body (e.g., \TEST). Press BACKTAB to the *Cmd* column, type **V** in the *Cmd* column of the line containing the calculation(s) you want to define, and press .

The system displays the User Defined Report Calculations Maintenance screen in Add mode if this is a new calculation or Change mode if this is an existing calculation.

See "Using the Report Writer Line Commands" on page 66 for additional information about how to use the View command.

- 2 To stop entering lines, type **E** in the first position of the first line in the *Cmd* column and press .

The system displays a prompt asking whether you wish to update changes. To save the report you just typed, press . If you do not want to save the report, type **N** and press .

Completing the Footer Input Screen

```

12/19/95 FY 96 CIMS III DEMONSTRATION DISTRICT      12:59:27 DSP13
FMS   User Defined Financial Report Writer - Footer Input  Ref: FRW.570 .14
      ...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...

Cmd:
00001  ❶
00002
00003
00004
00005
00006

Mode: Add           F3=Exit           F5=Reset  F12=Cancel

```

- 1 Type the footer lines of the report beginning at ❶. Press as you finish each line.

The number of lines you have for the footer depends on the selections you made in the Header Input screen.

For information about how to use this line screen, see "Using the Report Writer Line Commands" on page 66.

- 2 To stop entering footer lines, type **E** in the first position of the first line in the *Cmd* column and press .

The system displays a prompt asking whether you wish to update changes. To save the report footer you just typed, press . If you do not want to save the footer, type **N** and press .

The system displays the print options screen.

Specifying the Printing Options

```

12/19/95 FY 96 CIMS III DEMONSTRATION DISTRICT      12:59:38 DSP13
FMS              User Defined Financial Report Writer      Ref: FRW.570 .15

Report Date (*RDATE):      12/19/95 ①
Heading Date (*HDATE):    ②0/00/00 (Leave blank to use Report Date)

Type of Report to Print:  A ③ A = Actual
                          F = Fields
                          S = Sample

Left Margin Positions:    1 ④ (1-10)
Hold Printed Output?      N ⑤ (Y/N)

Mode: Add                F3=Exit                F5=Reset F12=Cancel

```

The program displays this screen last. It also displays this screen if you use the **P** (Print) command from the command screen.

- 1 Review the default in the *Report Date (*RDATE)* field at ①. To change the date, type new date and press .

The system uses the report date as the cutoff date to select transaction data for computing amounts on the report. Any calculation date parameters that contain dates use the date that you enter in this field.

The system calculates all calculation dates that use blanks, *BDATE, *BDATE-n, *EDATE, *EDATE-n, *RDATE, or *RDATE-n using the report date you specify here, not the system date or the fiscal year to which you sign on.

You must type the date in the MM/DD/YY format. You can use the slash (/) character in the date or omit it. The default is the current system date.

- 2 To use a heading date different from the report date, type the date in the *Heading Date (*HDATE)* field at ②.
- 3 Review the default (**A**) in the *Type of Report to Print* field at ③. To change the report type, type **F** or **S**. There are three types of reports you can print:
 - A (Actual)** Prints an actual report containing amounts generated from the general ledger account balance file.
 - F (Fields)** Prints a report that shows the layout of the report and the calculation names as they were typed on the detail lines screens. The fields report also prints hidden lines so you can view hidden calculations. Printing hidden lines may affect report paging.
 - S (Sample)** Prints a sample report showing the layout of the report and the print formats of the amounts. This is a good type to choose when you are trying to set up the report initially. Printing **A** or actual reports when you are checking the layout can sometimes be time consuming, since the amounts must be generated from the general ledger files.
- 4 Review the default (**1**) in the *Left Margin Positions (1-10)* field at ④. To change the default, type a number from 2 to 10 in the field.

This selection controls the positioning of the report at the left margin.
- 5 Review the default (**N**) in the *Hold Printed Output?* field at ⑤.
 - N** means you want to send the report directly to the printer to print.
 - Y** means you want to hold the report in a **print spool** until a later time. Someone must “release” the report from the print spool when you want the report to print. Check with your system operator if you need help releasing the report from the print spool.
- 6 Press . The system displays the command screen.

Defining Report Groups

You can use FRW.571 – User Defined Report Writer Group Maintenance to define a group of related user defined financial reports. By putting the reports in a group, you can then submit the whole group to be printed, rather than having to submit each report individually.

First, use FRW.570 – User Defined Financial Report Writer to define each of the reports. Then define a group containing each of the reports. Finally, use the group name you define here to submit each of the reports for printing using FRW.575 – User Defined Report Writer Submittal.

Creating A Report Group

```

12/19/95  FY 96  CIMS III DEMONSTRATION DISTRICT      13:00:14 DSP13
FMS                User Defined Report Writer Group Maintenance  Ref: FRW.571 .01

  ①          Group Identifier: ② _____
Add
Change
Delete
Lookup
Index          Index: 1
End            1 = Groups by ID

Auto Next Record? N

```

- 1 To add a new report group, type **A** in the command field at ①.
- 2 In the *Group Identifier* field at ②, type a unique identifier for this group. Make sure the identifier you choose corresponds to the reports you are including in this group.
- 3 Press **Enter**. The system displays the following screen.

Entering a Report Group Description

12/19/95 FY 96 CIMS III DEMONSTRATION DISTRICT 13:00:22 DSP13
FMS User Defined Report Writer Group Maintenance Ref: FRW.571 .11

Group ID: NEWGRP _____

Title: ❶ _____

Mode: Add F3=Exit F5=Reset F12=Cancel

- 1 In the *Title* field at ❶, type a description for this group of reports and press **Enter**. The system displays the Report Writer Group Maintenance line detail screen.

Specifying the Reports in the Group

12/19/95 FY 96 CIMS III DEMONSTRATION DISTRICT 13:00:22 DSP13
FMS User Defined Report Writer Group Maintenance Ref: FRW.571L.11

Group Identifier: NEWGRP _____

Report Identifier: ❶ _____

Mode: Add F3=Exit F5=Reset F12=Cancel

- 1 Type the identifier of the first report you want to include in this group in the *Report Identifier* field at ❶.
You can use field-level indexing (F4) to help you select the report you want to include.

■ The reports you add to the group must already be defined in FRW.570 – User Defined Financial Report Writer.

- 2 Press **Enter**.

The system adds the information you entered and returns the cursor to the beginning of the *Report Identifier* field at ❶ so that you can enter another report identifier.

The system prints the reports in the order you enter them using this program.

- 3 When you are finished entering report identifiers for the group, press **Enter** twice. The system displays the Report Writer Group Definition line command screen.

- 4 To exit the line command screen, type **E** in the *CMD* column and press **Enter**. The system displays the command screen.

Submitting the Report to Print

Use FRW.575 – User Defined Report Writer Submittal to submit reports already defined in FRW.570 – User Defined Financial Report Writer. You can use this program to submit a single report or a group of reports to the job queue.

Specifying the Reports to Print

12/19/95	FY 96	CIMS III DEMONSTRATION DISTRICT	13:00:36 DSP13
FMS		User Defined Report Writer Submittal	Ref: FRW.575P.01
Group:		① _____	
or			
Report Identifier:		② _____	
F3=Exit F4=Index F5=Reset F12=Cancel			

- 1 To submit a group of reports, type the group name in the *Group* field at ①.

To submit a single report, type the report identifier in the *Report Identifier* field at ②.

- 2 When you press `Enter`, the system displays the following screen if you chose to print an individual report.

If you chose a to submit a group of reports, the system displays a submittal prompt.

Specifying the Report Date and Type

```
12/19/95  FY 96  CIMS III DEMONSTRATION DISTRICT      13:00:59 DSP13
FMS                User Defined Report Writer Submittal      Ref: FRW.575P.02
```

```
Report Date:          12/19/90
Heading Date (*HDATE): 0/00/00 (Leave blank to use Report Date)
```

```
Type of Report to Print: A  A = Actual
                          F  F = Fields
                          S  S = Sample
```

```
Left Margin Positions: 1 (1-10)
Hold Printed Output?   Y
```

```
F3=Exit      F5=Reset  F12=Cancel
```

- 1 The defaults in the fields on this screen come from the report definition. You can change the fields as appropriate.
- 2 Press . The system displays a submittal prompt. Press to submit the report or type **Y** in the *Cancel?* field to cancel processing.



General Ledger Free Form Report Writer

This chapter describes the programs that make up the General Ledger Free Form Report Writer. This report writer is one of two free format report writers available in the Financial Management System. For information about the free format report writers and an introduction to the terminology and concepts you need to know before you use one of the free format report writers, see Chapter 5, “Using the Free Format Report Writers.”

This chapter provides detailed, step-by-step instructions for how to use the following programs:

- FRW.100 – Free Form Report Writer
- FRW.120 – Calculation Maintenance and Printing

Defining Calculations

Calculations determine the dollar amounts that appear on your report. You must name and then define the calculations for your report to get dollar amounts on your printed report. You can both name and define calculations from within the free form report writer.

Calculations are named in Detail Input screens. You then use the View command to select the calculation and define it as one of three types:

- Input amount
- Math computation
- File-computed amount

Once you set up a calculation for a report, the system puts the calculation into a general file of calculations, which can be used for any report you create. You therefore do not have to recreate the same calculation for many reports. However, remember that a calculation does not belong to a specific report. Any changes you make to a calculation affects other reports that use the same calculation. Even if you set up a calculation for a specific report, the calculation still becomes a part of the general calculation file and can be used by any other report.

Naming Calculations

The first step in setting up a calculation is to name it. You cannot use the View command to select a calculation and set it up until you type the calculation name on a detail line. To name your calculation, use the following rules:

- When naming calculations as a part of detail lines, the calculation names must always start with a backslash (\). The backslash is what enables the system to locate the calculation names when processing the View command.
- You can have a maximum of 12 characters following the backslash.
- You cannot include a blank space in the name, because the system stops reading the calculation name when the system reaches the blank space.
- You can use both uppercase and lowercase characters in calculation names.
- You can use a maximum of 1,400 calculations in any single report.

Try to use short calculation names. When a calculation pulls an amount, the amount overlays the calculation name in the appropriate field on the report. With shorter calculation names, you can also use more entries in the math computation calculations.

It is also important to have a meaningful naming scheme for your calculations. It is best to choose names that are easy to remember and that identify the calculation they represent. Also, a logical and sequential naming scheme helps generate subtotals and totals on a report.

Using the View Command to Set Up the Calculation in the Report

Once you have named the calculation, the second step in defining a calculation is to use the View command to select the calculation and display the series of calculation setup windows. Using these windows, you will define a calculation as an input, math computation, or file-computed amount.

Defining File-Computed Amounts

File-computed amounts are calculations computed from the general ledger account balance file. When you define a file-computed amount, you specify the elements of an account that you want to use from the general ledger master file (PGNL601). These are the fields in PGNL601 that the report writer can access:

PGNL601 Field	Description
GLB??	<p>G/L Activity – Budget</p> <p>There are 14 fiscal months of closed budget activity maintained in PGNL601. The system maintains each month in a “bucket” identified by the number of the fiscal month. For example:</p> <p>GLB1 Closed General Ledger Budget Activity for fiscal month 1, or July, if the fiscal year runs July 1st through June 30th.</p> <p>GLB13 Transactions closed using Year End in the Month End closing program.</p> <p>GLB14 Transactions closed using Final in the Month End closing program.</p>
GLBBEG	<p>Beginning Budget Balance</p> <p>This is the Budget amount entered through GNL.601 – Beginning Account Balance Maintenance. You normally enter budget balances only for revenue and expense accounts.</p>
GLBGT1	<p>Proposed Budget</p> <p>This is the amount entered in the <i>Proposed Budget One</i> field in BUD.601 – Budget Development Maintenance.</p>

GLBGT2	<p>Proposed Budget</p> <p>This is the amount entered in the <i>Proposed Budget Two</i> field in BUD.601 – Budget Development Maintenance.</p>
GLBNOW	<p>Unclosed Budget Activity</p> <p>This is a cumulative total for all unclosed budget activity.</p>
GLDBGT	<p>Adopted Budget</p> <p>This is the budget amount approved through BUD.440 – Copy Approved Amounts to Adopted.</p>
GLE??	<p>G/L Activity – Encumbrances</p> <p>PGNL601 maintains 14 fiscal months of closed encumbrance activity. Each month is maintained in a bucket identified by the number of the fiscal month. For example:</p> <p>GLE1 Closed General Ledger Encumbrance Activity for fiscal month 1, or July, if the fiscal year runs July 1st through June 30th.</p> <p>GLE13 Transactions closed using Year End in the Month End closing program.</p> <p>GLE14 Transactions closed using Final in the Month End closing program.</p>
GLENOW	<p>Unclosed Encumbrance Activity</p> <p>This is a cumulative total for all unclosed encumbrance activity.</p>
GLFTE	<p>Full Time Equivalent</p> <p>You enter this amount in the <i>FTE Amount</i> field in BUD.601 – Budget Development Maintenance. The system does not calculate this amount.</p>
GLPAMT	<p>Prior Amount</p> <p>This field is updated by BUD.420 – Copy Previous Years Budget Amounts.</p>
GLPBGT	<p>Approved Budget</p> <p>This field is updated by BUD.430 – Copy Proposed Amounts to Approved.</p>

GLT??

G/L Activity – Transactions

PGNL601 maintains 14 fiscal months of closed transaction activity. Each month is maintained in a bucket identified by the number of the fiscal month. For example:

GLT1 Closed General Ledger Transaction Activity for fiscal month 1, or July, if the fiscal year runs July 1st through June 30th.

GLT13 Transactions closed using Year End in the Month End closing program.

GLT14 Transactions closed using Final in the Month End closing program.

GLTBEG

Beginning Transaction Balance

You enter this transaction amount in GNL.601 – Beginning Account Balance Maintenance. Generally, you only enter transaction balances for asset, liability, and capital accounts.

GLTNOW

Unclosed Transaction Activity

This is a cumulative total for all unclosed transaction activity.

See Appendix A for additional information about the contents of PGNL601.

Defining Amount Types

As you are defining your file-computed amounts, one of the attributes you define is amount “type.” You can select from the following types of amounts:

Type	Description
B	Balance
P	Budget
A	Actual transactions
E	Encumbrances (outstanding)
C	Combined actual transactions plus encumbrances
1	Proposed budget level 1
2	Proposed budget level 2
3	Approved budget
4	Adopted budget
5	Prior amount
6	FTE (full-time equivalency) amount

Depending on the amount type and the “from” and “to” dates you select for your calculation, the report writer accesses different fields in PGNL601.

The Impact of Dates

The "from" or "to" dates could be actual dates or the keyword *RDATE, with the date shown in the table typed as the report date in the print submittal screen.

If you type the keyword *RDATE in the "to" date field, the report date you type in the print submittal screen will control the cut-off for the report.

If you type the keyword *EDATE in the "to" date field, the system includes unclosed activity in the calculation.

The following table shows the results of different combinations of dates and amount types. The results show the fields within file PGNL601 which the Free Form Report Writer accesses with different type and date combinations. The table makes the following assumptions:

- The fiscal year is July 1, 1996, through June 30, 1997
- The current system date is August 1996

From Date	To Date	Type	Resulting Amount
*BDATE		B	GLTBEG
07/01/96		B	(GLB1-GLT1)
08/01/96		B	(GLB2-GLT2) + (GLBNOW-GLTNOW)
*BDATE	*BDATE	P	GLBBEG
*BDATE	07/31/96	P	(GLB1)
*BDATE	08/31/96	P	(GLB1+GLB2)+GLBNOW
*BDATE	*BDATE	A	0.00
*BDATE	07/31/96	A	(GLT1)
*BDATE	08/31/96	A	(GLT1+GLT2)+GLTNOW
*BDATE	*BDATE	E	GLEBEG
*BDATE	07/01/96	E	(GLE1)
*BDATE	08/31/96	E	(GLE1+GLE2)+GLENOW
*BDATE	*BDATE	C	GLEBEG
*BDATE	07/31/96	C	(GLT1+GLE1)
*BDATE	08/31/96	C	(GLT1+GLT2+GLE1+GLE2)+GLTNOW+GLENOW
*BDATE		1	GLBGT1
07/01/96		1	0.00
08/01/96		1	0.00
*BDATE		2	GLBGT2
07/01/96		2	0.00
08/01/96		2	0.00
*BDATE		3	GLPBGT

Type	Resulting Amount
	0.00
	0.00
	GLDBGT
4	0.00
4	0.00
5	GLPAMT
5	0.00
5	0.00
6	GLBFTE
6	0.00
6	0.00

Ending Balances

Use the following techniques to determine the ending of some accounts. The ending balances are used ending balances:

Ending Transaction Balance and Capital Accounts

To calculate the ending balance of an asset, liability, or equity account, first determine the beginning balance.

- Calculate the ending balance by adding all debits and subtracting all credits.
- Calculate the ending balance by adding all credits and subtracting all debits.

The ending balance of an account is the beginning balance plus the net change in the account. The ending balance is calculated as follows:

Ending Balance = Beginning Balance + Net Change
 Net Change = Total Credits - Total Debits
 To calculate the ending balance of an account, first determine the beginning balance. Calculate the ending budget by adding all credits and subtracting all debits. Calculate the ending balance by adding all credits and subtracting all debits.

System Date Factor

If a month has been closed and has had additional activity that is not closed, then the free form report writer will calculate on the closed and unclosed activity if the system month and year matches the report month and year. It will not calculate the unclosed activity if the system month and year is different from the report month and year.

If the system month and year is the same as the report month and year, unclosed activity will be included in the calculation where appropriate (GLBNOW, GLENOW, and GLTNOW fields).

Unclosed activity includes all transactions that have not gone through a month-end closing process, regardless of the transaction date. It is not possible to include unclosed activity for a specific month in a report.

Defining Math Computations

The free form report writer enables you to define math calculations for your reports. When you set up math computations, use the following rules:

- 1 Use parentheses to specify the parts of the calculation that are to be performed first. If you do not, the system performs the calculation in the following order: multiplication, division, addition, and subtraction, each from left to right. Some examples of math computations are listed in the following table.

Math	Format	Result
$(2 + 4) * 5$	XXXXXX.XXXX-	30.0000
$(-5) * 5.1$	XXXXXX.XXXX-	25.5000-
$25 / (-6)$	XXXXXX.XXXX-	4.1667-
$(20 - 15) * 5,000$	XXX,XXX-	25,000
$(3321 / 4000) * 100$	XXXX.XXXX-%	83.0250-%
$-1,275,000.00$	XX,XXX,XXX.XX-	1,275,000.00-
$123456 * (-1)$	XXX,XXX,XXX-	123,456-
$-(3321 / 4000) * 100$	XXX.XXX-%	83.250%
CALC1 + CALC2	XXX,XXX,XXX.XX	Dependent on the values of the calculations whose identifiers are CALC1 and CALC2.
CALC3(CALC4 + 10)	XXX,XXX,XXX.XX	Dependent on the values of the calculations whose identifiers are CALC3 and CALC4.

- 2 If you are using other calculations in a math computation and the name of the calculation begins with an alphabetic character, leave out the backslash (\) when you include the calculation name. If the name of the calculation begins with a numeric character, include the backslash when you include the calculation name.

- 3 If you are using entered numeric values, the maximum number of decimals you may specify is four (123.4567).
- 4 The system searches your report for math computation amounts that are dependent on other calculations a maximum of ten times. Therefore, a math computation in your report can use the value of a calculation that appears anywhere in the report.
- 5 If two calculations are interdependent (the math computation for each calculation depends on obtaining a value from the other calculation), the two calculations cannot be resolved and the calculation names are displayed on the report with indication that the computations did not resolve.

Sample Calculations

The following table illustrates how you would fill out the fields in the calculation definition windows to obtain some of the most commonly used report calculations. The columns of the table represent the fields you would fill out in the calculation definition windows.

The sample calculations in the table represent the first 17 items in the list of "available items" in the standard 6-and 8-column report writers; therefore, we have named the calculations the same as those items are numbered to help you see the relationship. You can, of course, name the

Calc. Name	Description	Format	Math Computation	Type	Beg. Date	End Date
01	Beginning transaction balance	XXX,XXX,XXX.XX-		B	*BDATE	
02	Current month transaction balance	XXX,XXX,XXX.XX-		A	*RDATE	*RDATE
03	Year-to-date transaction activity	XXX,XXX,XXX.XX-		A	*BDATE	*RDATE
04A	Current transaction balance part A	XXX,XXX,XXX.XX-		B	*BDATE	
04B	Current transaction balance part B	XXX,XXX,XXX.XX-		A	*BDATE	*RDATE
04C	Current transaction balance part C	XXX,XXX,XXX.XX-	\04A + \04B			
05A	Prior month transaction balance part A	XXX,XXX,XXX.XX-		B	*BDATE	
05B	Prior month transaction balance part B	XXX,XXX,XXX.XX-		A	*BDATE	*RDATE
05C	Prior month transaction balance part C	XXX,XXX,XXX.XX-	\05A + \05B			

Defining Free Format Reports

Use FRW.100 – Free Form Report Writer to create a custom formatted financial report containing headings, footers, and line detail. You can also use this program to define your calculations and print your report.

To define a free format report, choose the FRW.100 – Free Form Report Writer option from the Free Form Report Writer menu. The system displays the following screen.

Naming the Report

```

6/15/95 FY 95  CIMS III DEMONSTRATION DISTRICT  10:41:51 DSP13
FMS              Free Form Report Writer         Ref: FRW.100 .01

  1      Add
        Change
        Delete
        Lookup
        Index
        Print
        End

        Report Identifier:  2 _____
        Copy From Report:   3 _____
  
```

- 1 To add a new free format report definition, type **A** in the command field at 1.
- 2 In the *Report Identifier* field at 2, type a brief identifier for the report. It is helpful to identify a report based on its contents.
- 3 You can use the *Copy From Report* field at 3 to save time when you are creating several reports that differ only slightly. You can copy the specifications for one report into a second report and then make modifications rather than retype all of the specifications. To copy another free form report, type its identifier in the field. Otherwise, you can skip this field.

You can use field-level indexing (**F4**) to help you select a report identifier.
- 4 Press **Enter**. The system displays the Free Form Report Writer Header Input screen.

Completing the Header Input Screen

```

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT      10:42:07 DSP13
FMS          Free Form Report Writer - Header Input  Ref: FRW.100 .02
Report ID: SCH00LEXP

Report Title . . ① _____
Report Format. . . . . A ②
  A = 14 x 11
  B = 14 x 8-1/2
  C = 8-1/2 x 11 (Vertical)
  D = 11 x 8-1/2 (Horizontal)
Characters Per Inch (10,12,15) . . . . . 10 ③
Lines Per Inch (4,6,8) . . . . . 6 ④
Suppress Printing Of Zero Amount Items . . . . . N ⑤
Fund To Select For Entire Report . . . . . ⑥ _____
First Printing Line For Report Heading . . . . . 1 ⑦
First Printing Line For Report Detail . . . . . 3 ⑧
Last Printing Line For Report Detail . . . . . 60 ⑨
First Printing Line For Report Footer . . . . . 61 ⑩
Starting Page Number . . . . . 1 ⑪
Display Heading Section? . . . . . Y ⑫
Display Detail Section? . . . . . Y ⑬
Display Footer Section? . . . . . Y ⑭

Mode: Add          F3=Exit          F5=Reset  F12=Cancel          Cancel? N
    
```

1 In the *Report Title* field at ①, type a title for the report. The report title identifies a report on the Free Form Report Writer Index/Selection screen and can also be printed on the report using the *TITLE keyword. For more information about keywords, see "Using Keywords" on page 71.

2 Review the default (A) in the *Report Format* field at ②. To change the value, type B, C, or D.

The paper format you choose depends on the capabilities of your printer. Familiarize yourself with the capabilities of your printer before you create your report. If in doubt, check with your system operator.

Be careful about changing the paper format for an existing report. If you change the format of an existing report to a narrower-sized paper, any data you enter on the right side of the report that does not fit on the new paper size will not print on your report and is deleted from your report data file.

3 Review the default (10) in the *Characters Per Inch* field at ③. To change the value, type 12 or 15.

In general, standard computer paper of 14 x 11 inches should be printed with 10 characters per inch. The decision to compress print with 12 or 15 characters per inch depends on the capabilities of your printer. If in doubt, check with your system operator.

- 4 Review the default (6) in the *Lines Per Inch* field at 4. To change the value, type 4 or 8.

The value you type in this field determines how many lines print in each vertical inch of the report. The only valid values for this field are 4, 6, or 8. The value you choose depends on the capabilities of your printer. In general, standard computer paper of 14 x 11 inches should be printed with 6 lines per inch.

- 5 Review the default (N) in the *Suppress Printing of Zero Amount Items* field at 5.

N means you want to print zero amounts on the report. An amount field with two decimals appears on the report as "0.00," and an amount field with no decimals appears as "0."

Y means that zeros are not printed.

- 6 To limit the report to a single fund, type a valid fund code in the *Fund to Select for Entire Report* field at 6.

This field is useful if you want to create a report and limit it to one fund for all report amounts. When you enter the fund code in this field, you eliminate the need to specify the fund in each calculation of the report.

This capability is especially useful when you use the same format for several reports with the only difference being the fund you specify. In this situation, you could save time by creating the report one time, copying the report as many times as needed, and then changing the fund for each report.

- 7 Review the default (1) in the *First Printing Line for Report Heading* field at 7. You can change the line number if you wish.

Heading lines print at the top of each page of the report. If your report requires heading lines, you must type a beginning line number for the heading to print.

The number of heading lines available is determined by the number in the field at 7 and the number in the field at 8. For example, if 7 is 1 and 8 is 3, then there are two heading lines available.

The number you type in this field must be less than the first printing line for the report detail lines.

- 8 Review the default (3) in the *First Printing Line for Report Detail* field at 8. You can change the line number if you wish.

This field specifies the line number where the detail lines begin printing on each page of the report. It also helps determine the number of available lines for the heading.

The number you type must be less than the maximum number of lines that can print on one page of the report (which is the paper size multiplied by the lines per inch) and also greater than the first printing line of the report heading (if the report requires a report heading).

- 9 Review the default (60) in the *Last Printing Line for Report Detail* field at 9. This field specifies the last line number of each page of the report on which detail lines are printed. The number you type in this field must be less than the maximum number of lines that can print on one page of the report (which is the paper size multiplied by the number of lines per inch) and also less than the first printing line for the report footer (if the report requires a footer). The number must also be greater than the first printing line for the report detail.

- 10 Review the default (61) in the *First Printing Line for Report Footer* field at 10. Footer lines print at the bottom of the page and repeat at the bottom of each page of the report. If your report requires more than one footer line, you type a line number in this field to indicate where the footer lines are to begin printing. If you do not type a line number in this field, no footer lines print on your report.

The number you type in this field must be less than the maximum number of lines that can print on one page of the report (which is the paper size multiplied by the lines per inch) and more than the number you type in the *Last Printing Line for Report Detail* field.

For example, if the paper size is 11 by 8-1/2 inches, and the lines per inch is 8, there will be 68 lines available for the report. If the footer value is 64, there will be 5 footer lines available.

- 11 Review the default (1) in the *Starting Page Number* field at 11. This field sets the starting page number of your report. If you type another number in the field, the first page of your report starts with that number.

- 12 Review the default (Y) in the *Display Heading Section?* field at 12.

Y means you want the system to display the Heading Input screen so that you can either create new or edit existing heading lines for your report.

N means you do not want to work with the heading lines. The system will not display the Heading Input screen.

- 13 Review the default (Y) in the *Display Detail Section?* field at 13.

Y means you want the system to display the Detail Input screen so that you can either create or edit the detail lines of the report.

N means you do not want the system to display the Detail Input screen.

- 14 Review the default (Y) in the *Display Footer Section?* field at 14.

Y means you want the system to display the Footer Input screen so that you can either create new or edit existing footer lines for your report.

N means you do not want to work with the footer lines. The system will not display the Footer Input screen.

- 15 Press **Enter**. The system displays the line screens you selected. If you chose to display no line screens, the system displays the Free Form Report Writer command screen.

Adding Report Headings

```

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 10:42:40 DSP13
FMS          Free Form Report Writer - Heading Input 1 Ref: FRW.100 .03
...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...

Cmd:
00001 2
00002

Mode: Add          F3=Exit          F5=Reset  F12=Cancel  Cancel? N

```

- 1 Review the type of input screen at 1. Each of the three types of line screens look the same. Especially when you are creating your report, be sure to check which screen you are using.
- 2 Press **Tab** to move the cursor into the line entry area beginning at 2. The initial cursor position is at the far left, over the line number, so that you can enter a command if you wish. To enter lines, move the cursor to the line entry area.

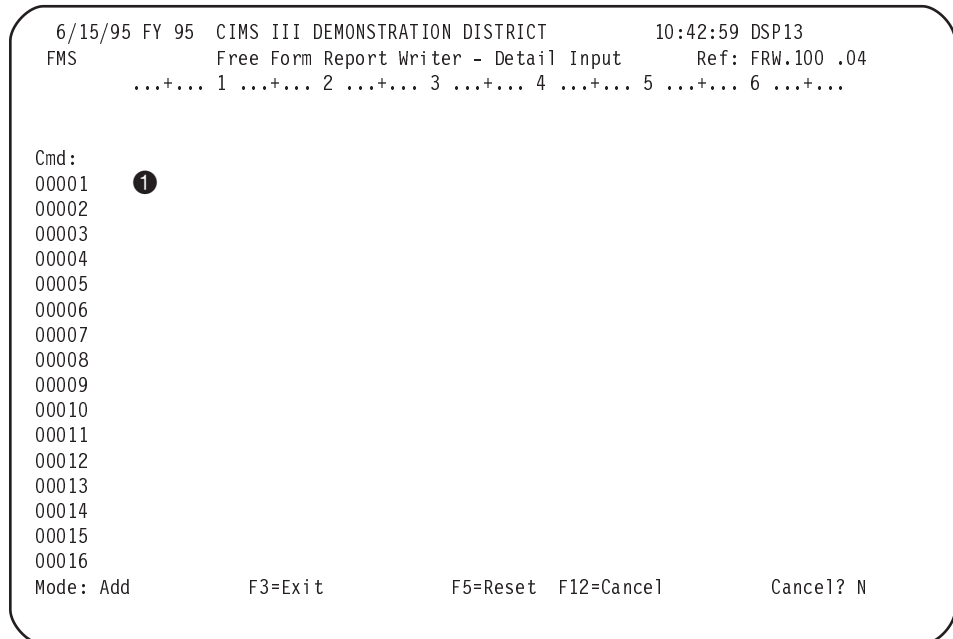
The number of lines you have for the heading depends on the number you specified in the *First Printing Line for Report Heading* and the *First Printing Line for Report Detail* fields in the heading input screen.

For additional information about how to use this line screen, see "Using the Report Writer Line Commands" on page 66.

- 3 To stop entering heading lines, type **E** in the first position in the *Cmd* column and press . The system displays a prompt asking whether you wish to update changes. To save the report heading you have just typed, press . If you do not want to save the heading, type **N** and press .

The system displays the next line screen, as specified in your selections on the Header Input screen.

Completing the Detail Input Line Screen



- 1 Begin typing the lines of the body of the report at ①. Press as you complete each line.

■ Remember to press to move to the entry area of the screen.

Notice the line scale at the top of the screen. Use this scale for aligning columns of data. The next figure shows a Detail Input screen after we enter some of the detail lines for the sample report.

Detail Line Screen for the Sample Report

```

6/15/95 FY 96 CIMS III DEMONSTRATION SCHOOL DISTRICT 15:28:46 DSP13
FMS Free Form Report Writer - Detail Input Ref: FRW.100 .04
...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...

Cmd:
00001 EXPENSES BY SCHOOL FOR DISTRICT ELEMENTARY
00002 (Excluding Services and Payroll)
00003
00004
00005 -----
00006 EXPENSES SCHOOL 1 SCHOOL 2 SCHOOL 3
00007 -----
V0008 Public Utilities \util1 \util2 \util3
00009 Cleaning, Repairs \clean1 \clean2 \clean3
00010 Rentals N/A N/A N/A
00011 Insurance \insur1 \insur2 \insur3
00012 Instructional Supplies \isup1 \isup2 \isup3
00013 Maintenance Supplies \msup1 \msup2 \msup3
00014 Heat Energy \heat1 \heat2 \heat3
00015 Textbooks \books1 \books2 \books3
00016 Other Supplies and Materials \others1 \others2 \others3
00017 -----
    
```

Adding Calculations

- 1 To begin defining the calculations in your report, type the calculation name in the body (e.g., \TEST). Then press BACKTAB to the *Cmd* field, type **V** in the *Cmd* column of the line containing the calculation(s) you want to define, and press .

The system displays the first calculation setup window for the first calculation on the line.

See "Using the Report Writer Line Commands" on page 66 for additional information about how to use the View command.

Working with the Calculation Setup Window

```

6/15/95 FY 96 CIMS III DEMONSTRATION SCHOOL DISTRICT 15:28:46 DSP13
FMS Free Form Report Writer - Detail Input Ref: FRW.100 .04
...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...
          C A L C U L A T I O N S
Identifier:  UTIL1 ①
Copy From:  ② -----
Cmd:
00001
00002
00003
00004
00005 ---EXP-----
00006
00007
V Publi
00009 Clean
00010 Renta
00011 Insur
00012 Instr
00013 Maint
00014 Heat
00015 Textb
00016 Other
00017
          ELEMENTARY
          Payroll)
          SCHOOL 3
          \util3
          \clean3
          N/A
          \insur3
          \isup3
          \msup3
          \heat3
          \books3
          \others3
          Continue? Y ③
  
```

- 1 Review the calculation name that appears in the *Identifier* field at ①. The calculation identifier that appears corresponds to the first calculation name on the line you specified with the View command. If the calculation is not the one you want, type **N** in the *Continue?* field at ③.

- 2 If appropriate, type a valid calculation name in the *Copy From* field at ②. This field enables you to copy the calculation definition from an existing calculation. By copying calculations when you can, you eliminate the need to enter all of the specifications for each calculation.

If you copy a calculation, the next window the system displays shows the window with the appropriate fields filled in. You can edit the beginning and ending dates, the account elements, and the *From* and *To* fields to tailor the new calculation as needed.

- 3 Press **Enter**. Unless you specified a calculation to copy, pressing **Enter** displays the second Calculation Setup Window. Using the second calculation setup window, you can define the kind of amount you want this calculation to be: an input amount, a calculated amount, or a file-computed amount. The next three sections describe completing this window for each type of amount.

Defining Input Amounts in the Calculation Setup Window

Input amounts are calculations that print an amount you specify on the report. For this type of calculation, the system does not take an amount from the general ledger account balance file; instead, you type a fixed amount in the second Calculation Setup Window.

```

6/15/95 FY 96 CIMS III DEMONSTRATION SCHOOL DISTRICT 15:28:46 DSP13
FMS Free Form Report Writer - Detail Input Ref: FRW.100 .04 6 ...+...
...+...
          C A L C U L A T I O N S
Identifier: UTIL1
Cmd:
00001 Print Format: XXX,XXX,XXX.XX- _____ ①
00002 -----
00003 Input Amount: ②
00004 *** OR ***
00005 Math: _____
00006 *** OR ***
00007 Type: _ (B,P,A,E,C,1,2,3,4,5,6)
V Publi \util3
00009 Clean \clean3
00010 Renta N/A
00011 Insur \insur3
00012 Instr \isup3
00013 Maint \msup3
00014 Heat \heat3
00015 Textb \books3
00016 Other \others3
00017 -----
          Continue? Y
  
```

- 1 Review the default print format for the input amount in the *Print Format* field at ①. This field enables you to specify the format of dollar amounts.

The default is **XXX,XXX,XXX.XX-**. See page 73 for additional information about formatting dollar amounts.

- 2 In the *Input Amount* field at ②, type the amount you want to appear on the report. Specify the exact amount you want to appear for this calculation in this field. Use a period (if needed) to designate decimal positions. Type a hyphen (-) following the amount to designate negative numbers (use the hyphen, not the FIELD - key).

- 3 Press **Enter**. The system displays the first calculation setup window for the next undefined calculation on the line or the detail input screen if there are no further calculations on the line.

Defining Math Computations in the Calculation Setup Window

Math computations are calculations that the system computes from amounts that you enter or derive from other calculations, or both.

You cannot define a calculation with the attributes of both a math computation and an input amount; the input amount will override the math computation.

The following screen shows the fields you fill in for specifying a math computation.

```

6/15/95 FY 96 CIMS III DEMONSTRATION SCHOOL DISTRICT 15:28:46 DSP13
FMS Free Form Report Writer - Detail Input Ref: FRW.100 .04
...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...
CALCULATIONS
Identifier: UTIL1
Print Format: XXX,XXX,XXX.XX- _____ ① ELEMENTARY
-----
Input Amount:
*** OR ***
Math: _____ ② SCHOOL 3
*** OR ***
Type: _ (B,P,A,E,C,1,2,3,4,5,6)
-----
V Publi \util3
00009 Clean \clean3
00010 Renta N/A
00011 Insur \insur3
00012 Instr \isup3
00013 Maint \msup3
00014 Heat \heat3
00015 Textb \books3
00016 Other \others3
00017
-----

```

- 1 Review the default printing format for the input amount in the *Print Format* field at ① and revise it if necessary.

This field enables you to specify the format of dollar amounts, including how to display decimal positions, negative amounts, dollar signs, and reversed amounts. See "Specifying the Format of Dollar Amounts" on page 73 for additional information about formatting dollar amounts.

- 2 In the *Math* field at ②, type the math computation you want the system to perform.

This field enables you to specify a math computation that can include other calculations, input amounts, or numeric values. You can type up to 30 characters (with no *embedded blanks*) to specify the computation.

If a math computation is longer than 30 characters, consider creating separate calculations that you can reference and include in this calculation on hidden lines of the report.

The *math operands* you can use are as follows:

- + Add two numbers or calculation amounts.
- Subtract one number or calculation amount from another.
- * Multiply two numbers or calculation amounts.
- / Divide one number or calculation amount by another.

See “Defining Math Computations” on page 108 for additional information about math computations.

- 3 Press **Enter**. The system saves your calculation definition and displays the next calculation on the detail line.

To return to the Detail Input screen without saving the calculation, type **N** in the *Continue?* field.

Defining File-computed Amounts in the Calculation Setup Window

The following figure shows the fields you fill out in the calculation setup window to define a file-computed amount.

6/15/95 FY 96 CIMS III DEMONSTRATION SCHOOL DISTRICT 15:28:46 DSP13	
FMS Free Form Report Writer - Detail Input Ref: FRW.100 .04	
C A L C U L A T I O N S	
Identifier: UTIL1	
Cmd:	Print Format: XXX,XXX,XXX.XX-_____ ❶
00001	ELEMENTARY
00002	
00003	Input Amount:
00004	*** OR ***
00005	Math: _____
00006	*** OR ***
00007	Type: ❷ (B,P,A,E,C,1,2,3,4,5,6)
V Publi	\util3
00009 Clean	\clean3
00010 Renta	N/A
00011 Insur	\insur3
00012 Instr	\isup3
00013 Maint	\msup3
00014 Heat	\heat3
00015 Textb	\books3
00016 Other	\others3
00017	
	Continue? Y

- 1 Review the default printing format for the input amount in the *Print Format* field at ❶ and revise it if necessary.

This field enables you to specify the format of dollar amounts, including how to display decimal positions, negative amounts, dollar signs, and reversed amounts. See “Specifying the Format of Dollar Amounts” on page 73 for additional information about formatting dollar amounts.

See "Using Keywords" on page 71 for additional information about these date keywords. If you leave the field blank, the system uses the beginning date of the current fiscal year (based on the date used in the *Report Date* field on the Free Form Report Writer – Print Options screen).

- 5 In the *Ending Date* field at ④, type an ending date or keyword. The date or keyword you type in this field is the ending date for the system to stop adding transactions for the amount to be computed. The date must be entered in the MM/DD/YY format. You can type the slash (/) or omit it.

The system computes the fiscal year using the report date from the *Report Date* field typed on the Free-form Report Writer – Print Options screen, not the system date or the date you sign on. Valid date values for this field are as follows:

- *RDATE
- *RDATE-n
- *DATE
- *EDATE
- *EDATE-n

See "Using Keywords" on page 71 for additional information about these date keywords.

The system always provides amounts as of the last closed month. Therefore, you cannot select partial month amounts regardless of the date or keyword you type.

- 6 Type the name for each element you want to include in the calculation in the fields of the *Account Element Name* column beginning at ⑤. You can use the same element name for making multiple selections. For example, you might select OBJECT 5100 through 5100 on one line, then make another entry for OBJECTS 6500 through 7000 on another line.

You can make a maximum of 200 element selections in any one calculation. Use the ROLL or PAGE keys to move the screen forward or backward to access account selections that are not on the current screen.

- 7 If you entered an element name, type a valid value in the *From* column at ⑥.

The value you enter in the *From* column tells the system where to begin selecting data for that element.

If you do not enter a "from" value, the system selects all possible values up to and including the "to" value. So, if you do not enter a "from" value, you must enter a "to" value.

If you want to select all values for an element, do not enter a "from" value and fill the "to" field with nines.

- 8 If you entered an account element name, type a valid value in the *To* column at ⑦. The value you enter in the *To* column tells the system where to end selecting data for that element.

You must enter a "to" value. To select all values, fill the field with 9's.

- 9 Press . The system displays the next calculation on the same line or the Detail Input screen.

- 10 To stop entering lines, type **E** in the first position of the first line in the *Cmd* column and press .

The system displays a prompt asking whether you wish to update changes. To save the report you just typed, press . If you do not want to save the report, type **N** and press .

Completing the Footer Input Screen

```

6/15/95 FY 95  CIMS III DEMONSTRATION DISTRICT      10:45:02 DSP13
FMS           Free Form Report Writer - Footer Input  Ref: FRW.100 .05
...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...

Cmd:
00001  ①
00002
00003
00004
00005
00006

Mode: Add           F3=Exit           F5=Reset  F12=Cancel       Cancel? N

```

- 1 Type the footer lines of the report beginning at ①. Press as you finish each line.

The number of lines you have for the footer depends on the selections you made in the Header Input screen.

For information about how to use this line screen, see "Using the Report Writer Line Commands" on page 66.

- 2 To stop entering footer lines, type **E** in the first position of the first line in the *Cmd* column and press .

The system displays a prompt asking whether you wish to update changes. To save the report footer you just typed, press . If you do not want to save the footer, type **N** and press .

The system displays the Free Form Report Writer command screen.

Printing Your Report

```

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT      10:41:51 DSP13
FMS           Free Form Report Writer              Ref: FRW.100 .01

  1           Report Identifier:  2 _____
Add
Change      Copy From Report:  _____
Delete
Lookup
Index
Print
End
    
```

- 1 To print the report, type **P** in the command field at 1.
- 2 If you have just defined your report, the identifier is displayed in the Report Identifier field. If it is not, or if you want to change the report to be printed, type the identifier in the *Report Identifier* field at 2.
- 3 Press **Enter**. The system displays the Free Form Report Writer print options selection screen.

Completing the Print Options Selection Screen

```

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT      14:21:48 DSP13
FMS           Free Form Report Writer              Ref: FRW.100 .08


Report Date . . . . . 5/30/95  1
Copies To Print (1-255) . . . . . 1  2
Formtype Name . . . . . *STD_____  3
OUTQ (OUTQ / LIBRARY) . . . . . QPRINT___ / *LIBL___  4
Hold Printed Output? . . . . . N  5
Type Of Report To Print . . . . . A  6  A = Actual
                                         F = Fields
                                         S = Sample
JOBQ Name (QHIG QNORMAL QNIGHT) . QNORMAL___  7
Print Report Now? . . . . . Y  8
Left Margin Positions (1-10) . . . 1  9
Mode: Print           F3=Exit           F5=Reset F12=Cancel           Cancel? N
    
```

- 1 Review the default in the *Report Date* field at ❶. To change the date, type new date and press .

The system uses the report date as the cutoff date to select transaction data for computing amounts on the report. Any calculation date parameters that contain dates use the date that you enter in this field.

The system calculates all calculation dates that use blanks, *BDATE, *BDATE-n, *EDATE, *EDATE-n, *RDATE, or *RDATE-n using the report date you specify here, not the system date or the fiscal year to which you sign on.

You must type the date in the MM/DD/YY format. You can use the slash (/) character in the date or omit it. The default is the current system date.

- 2 Review the default (1) in the *Copies to Print (1-255)* field at ❷. To change the number of copies, type the number you want (from 2 to 255 and press .

You can print from one to 255 copies of the report at one time. It is much more efficient to run, for example, three copies once than it is to run one copy three times.

- 3 In the *Formtype Name* field at ❸, type a valid name for the form your report will be printed on. The form type name identifies the form your report will print on, such as "*STD." The options you select on the Header Input screen determine the printing format of your report. Make sure the form type name you request matches the printing format you selected on the Header Input screen. Consult your system operator for the form type names available to you.

- 4 Review the library name and printer identifier in the *OUTQ (OUTQ/LIBRARY)* fields at ❹.

Each printer connected to your system has a unique code or ID. Check with your system operator to find out the ID(s) that are available on your system.

- 5 Review the default (N) in the *Hold Printed Output?* field at ❺.

N means you want to send the report directly to the printer to print.

Y means you want to hold the report in a print spool until a later time. Someone must "release" the report from the print spool when you want the report to print. Check with your system operator if you need help releasing the report from the print spool.

- 6 Review the default (**A**) in the *Type of Report to Print* field at ⑥. To change the report type, type **F** or **S**. There are three types of reports you can print:
- A (Actual)** Prints an actual report containing amounts generated from the general ledger account balance file.
 - F (Fields)** Prints a report that shows the layout of the report and the calculation names as they were typed on the detail lines screens. The fields report also prints hidden lines so you can view hidden calculations. Printing hidden lines may affect report paging.
 - S (Sample)** Prints a sample report showing the layout of the report and the print formats of the amounts. This is a good type to choose when you are trying to set up the report initially. Printing **A** or actual reports when you are checking the layout can sometimes be time consuming, since the amounts must be generated from the general ledger files.
- 7 Review the default in the *JOBQ Name* field at ⑦. The default JOBQ is QNORMAL. The system submits your report to the JOBQ you name in this field. Check with your system operator for valid JOBQ names.
- 8 Review the default (**Y**) in the *Print Report Now?* field at ⑧. The default is **Y**, which enables you to continue and print the report. If you type **N**, no report is printed and you are returned to the command screen. However, the system saves the changes made to the report specifications.
- 9 Review the default (**1**) in the *Left Margin Positions (1-10)* field at ⑨. To change the default, type a number from 2 to 10 in the field. This selection controls the positioning of the report at the left margin.
- 10 Press . The system displays a submittal prompt. Press to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

Changing and Printing Calculations

FRW.120 – Calculations Maintenance and Printing provides an alternate method for maintaining report calculations and a way to delete calculations. Use this program to perform the following operations:

- Add a new calculation
- Make changes to an existing calculation
- Look up or view an existing calculation
- Delete an existing calculation
- Search for an existing calculation

You can perform the add, change, and lookup functions from within a report by using the View command. However, the Calculations Maintenance and Print program enables you to maintain calculations without first having to access a specific report. You can also access the print format and account data portions of a calculation directly for editing by specifying the calculation identifier desired or by searching through a list of calculation identifiers and selecting one.

Calculations **do not** belong to one report. Therefore, any changes you make to a calculation affects any report in which that calculation is used.

Completing the Maintain Calculation Elements Command Screen

```

06/15/95  FY 95  CIMS III DEMONSTRATION DISTRICT      11:43:20 DSP13
FMS                Maintain Calculation Elements          Ref: FRW.120 .01

  ①
Add
Change
Delete
Lookup
Index
End
Calculation: ② _____

Index: 1
      1 = Calculation
      2 = Element Titles

Auto Next Record? Y
    
```

1 To add a calculation, type **A** in the command field at ①.

- 2 Type a calculation identifier in the *Calculation* field at ②. You do not need to type a backslash (\) as part of the identifier when you are setting up a calculation through this program. The backslash (\) is only necessary when setting up a calculation with the VIEW command inside the report definition program.
- 3 Press **Enter**. The system displays the following screen.

Completing the Maintain Calculation Elements Detail Screen

11/05/90 FY 90 CIMS III DEMONSTRATION DISTRICT 14:25:23 MESA40WS22
 FMS Maintain Calculation Elements Ref: FRW.120 .11

Calculation Name....: MYCALC

Amt. Printing Format: ① _____

Amount.....: ② _____

Math Computations....: _____ ③

Beginning Date.....: _____ ④

Ending Date.....: _____ ⑤

Amt. Type.....: _____ ⑥

Elements ⑦	From	Through	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	+
			Cancel? N

- 1 In the *Amount Printing Format* field at ①, type the printing format for the amount. See “Specifying the Format of Dollar Amounts” on page 73 for information about formatting dollar amounts.
- 2 If this calculation is for an input amount, type the exact amount in the *Amount* field at ② and press **Field Exit**.

Input amounts are calculations that print the amount you specify on the report.
- 3 If this calculation includes a math computation, type the computation in the *Math Computations* field at ③ and press **Field Exit**. See “Defining Math Computations” on page 108 for further information about defining math computations.
- 4 Type a starting date or keyword in the *Beginning Date* field at ④. The date or keyword that you type in this field is the starting date for the program to begin adding transactions for the amount to be computed. Dates must be entered in the MM/DD/YY format. You can leave the slash (/) in or omit it.

There are special date values that you can use in this field, as follows:

- *RDATE
- *RDATE-n
- *DATE
- *BDATE
- *BDATE-n

If you use blanks, the system uses the beginning date of the current fiscal year (based on the date used in the *Report Date* field on the Free Form Report Writer – Print Options screen).

- 5 Type an ending date or keyword in the *Ending Date* field at ⑤. The date or keyword you type in this field is the ending date for the programs to conclude adding transactions for the amount to be computed. The date must be entered in the MM/DD/YY format. You can leave the slash (/) in or omit it.

The system computes the fiscal years using the report date from the *Report Date* field typed on the Free Form Report Writer – Print Options screen, not the system date or the date on which you sign on.

Valid date values for this field are as follows:

- *RDATE
- *RDATE-n
- *DATE
- *EDATE
- *EDATE-n

The system always provides amounts as of the last closed month. Therefore, you cannot select partial month amounts regardless of the date or keyword you type.

- 6 If you are including an amount type in the calculation, enter the type in the *Amt. Type* field at ⑥. The valid amount types are as follows:

- B** Balance (beginning or current)
- P** Budget
- A** Actual transactions
- E** Encumbrances (outstanding)
- C** Combined actual transactions plus encumbrances
- 1** Proposed budget level 1
- 2** Proposed budget level 2
- 3** Approved budget
- 4** Adopted budget
- 5** Prior amount
- 6** Full-time Equivalency.

- 7 If you are including ranges of elements in the calculations, fill out the *Elements*, *From*, and *Through* fields at 7 as appropriate.
See "Defining File-Computed Amounts" on page 103 for information about specifying elements to include.
- 8 Press . The system displays the Maintain Calculation Elements command screen.



Physical File Layout of PGNL601

This appendix shows the file layout of physical file PGNL601. The system retrieves the financial data for the reports from this file.

	Field	From	To	Type	Pos	Len	Dec	Text
1	#\$USG	1	1	*CHAR		1		Usage Status
2	#\$ADAT	2	4	*PACK	3	5	0	Julian date of last activity
3	#\$RETN	5	5	*CHAR		1		R = Retained off-line
4	#\$BA	6	6	#CHAR		1		Before/after tag in logs
5	#\$SESN	7	10	*BIN	4	9	0	Sessn no last activity
6	#\$CM	11	11	*CHAR		1		Command last used
7	#\$BUSY	12	13	*BIN	2	4	0	Usr no busy 0=Free
8	GLKEY	14	41	*CHAR		28		28-byte concatenated
9	GLXREF	42	45	*BIN	4	9	0	Internal account pointer
10	GLSUB	46	48	*CHAR		3		Sub-ledger ID
11	GLFS	49	49	*PACK		1	0	Financial statement classification
12	GLT1	50	55	*PACK	6	11	2	G/L activity - transacted

	Field	From	To	Type	Pos	Len	Dec	Text
13	GLT2	56	61	*PACK	6	11	2	Dollar amounts
14	GLT3	62	67	*PACK	6	11	2	Dollar amounts
15	GLT4	68	73	*PACK	6	11	2	Dollar amounts
16	GLT5	74	79	*PACK	6	11	2	Dollar amounts
17	GLT6	80	85	*PACK	6	11	2	Dollar amounts
18	GLT7	86	91	*PACK	6	11	2	Dollar amounts
19	GLT8	92	97	*PACK	6	11	2	Dollar amounts
20	GLT9	98	103	*PACK	6	11	2	Dollar amounts
21	GLT10	104	109	*PACK	6	11	2	Dollar amounts
22	GLT11	110	115	*PACK	6	11	2	Dollar amounts
23	GLT12	116	121	*PACK	6	11	2	Dollar amounts
24	GLT13	122	127	*PACK	6	11	2	Dollar amounts
25	GLT14	128	133	*PACK	6	11	2	Dollar amounts
26	GLB1	134	139	*PACK	6	11	2	G/L activity - budgeted
27	GLB2	140	145	*PACK	6	11	2	Dollar amounts
28	GLB3	146	151	*PACK	6	11	2	Dollar amounts
29	GLB4	152	157	*PACK	6	11	2	Dollar amounts
30	GLB5	158	163	*PACK	6	11	2	Dollar amounts
31	GLB6	164	169	*PACK	6	11	2	Dollar amounts
32	GLB7	170	175	*PACK	6	11	2	Dollar amounts
33	GLB8	176	181	*PACK	6	11	2	Dollar amounts
34	GLB9	182	187	*PACK	6	11	2	Dollar amounts
35	GLB10	188	193	*PACK	6	11	2	Dollar amounts
36	GLB11	194	199	*PACK	6	11	2	Dollar amounts
37	GLB12	200	205	*PACK	6	11	2	Dollar amounts
38	GLB13	206	211	*PACK	6	11	2	Dollar amounts
39	GLB14	212	217	*PACK	6	11	2	Dollar amounts
40	GLE1	218	223	*PACK	6	11	2	G/L activity - encumbered
41	GLE2	224	229	*PACK	6	11	2	Dollar amounts
42	GLE3	230	235	*PACK	6	11	2	Dollar amounts
43	GLE4	236	241	*PACK	6	11	2	Dollar amounts
44	GLE5	242	247	*PACK	6	11	2	Dollar amounts
45	GLE6	248	253	*PACK	6	11	2	Dollar amounts
46	GLE7	254	259	*PACK	6	11	2	Dollar amounts

	Field	From	To	Type	Pos	Len	Dec	Text
47	GLE8	260	265	*PACK	6	11	2	Dollar amounts
48	GLE9	266	271	*PACK	6	11	2	Dollar amounts
49	GLE10	272	277	*PACK	6	11	2	Dollar amounts
50	GLE11	278	283	*PACK	6	11	2	Dollar amounts
51	GLE12	284	289	*PACK	6	11	2	Dollar amounts
52	GLE13	290	295	*PACK	6	11	2	Dollar amounts
53	GLE14	296	301	*PACK	6	11	2	Dollar amounts
54	GLTNOW	302	307	*PACK	6	11	2	Transacted balance as of now
55	GLBNOW	308	313	*PACK	6	11	2	Budgeted balance as of now
56	GLENOW	314	319	*PACK	6	11	2	Encumbered balance as of now
57	GLTBEG	320	325	*PACK	6	11	2	Beginning balance
58	GLBBEG	326	331	*PACK	6	11	2	Beginning budget
59	GLEBEG	332	337	*PACK	6	11	2	Beginning encumbrances
60	GLBGT1	338	3443	*PACK	6	11	2	Proposed budget
61	GLBGT2	344	349	*PACK	6	11	2	Proposed budget
62	GLPBGT	350	355	*PACK	6	11	2	Approved budget
63	GLDBGT	356	361	*PACK	6	11	2	Adopted budget
64	GLPAMT	362	367	*PACK	6	11	2	Prior amount
65	GLFTE	368	372	*PACK	6	11	2	FTE amount
66	GLPFLG	373	373	*CHAR		1		Proposed budget flag
67	GLBFLG	374	374	*CHAR		1		Approved budget flag
68	GLCFLG	375	375	*CHAR		1		Control account flag
69	GLFLG	376	376	*CHAR		1	1	Additional flag

Physical File Layout of PGNL502



This appendix shows the file layout of physical file PGNL502. The system retrieves the financial data for the reports from this file.

	Field	From	To	Type	Pos	Len	Dec	Text
1	#\$USG	1	1	*CHAR		1		USAGE STATUS
2	#\$ADAT	2	4	*PACK	3	5	0	JDAT OF LST ACTIVITY
3	#\$RETN	5	5	*CHAR		1		R = RETAINED OFF-LINE
4	#\$BA	6	6	*CHAR		1		BEFORE/AFTER TAG IN LOGS
5	#\$SESN	7	10	*BIN	4	9	0	SESN NO LAST ACTIVITY
6	#\$CM	11	11	*CHAR		1		COMMAND LAST USED
7	#\$BUSY	12	13	*BIN	2	4	0	USR NO BUSY 0=FREE
8	JRKEY	14	41	*CHAR		28		INTERNAL ACCOUNT NUMBER
9	JRXREF	42	45	*BIN	4	9	0	INTERNAL ACCOUNT POINTER
10	JRNEW	46	46	*CHAR		1		Y = THIS IS A NEW ACCOUNT
11	JRSUBA	47	51	*PACK	5	9	0	SUB-ACCOUNT NUMBER
12	JRSUBL	52	54	*CHAR		3		SUB-LEDGER ID
13	JRFMON	55	56	*ZONE		2	0	0 = NOT CLOSED

14	JRCLOS	57	59	*PACK	3	5	0	CLOSING NUMBER
15	JRJRNL	60	62	*CHAR		3		JOURNAL IDENTIFIER
16	JRTRAN	63	65	*PACK	3	5	0	TRANSACTION DATE
17	JRPOST	66	68	*PACK	3	5	0	POSTING DATE
18	JRSYS	69	71	*CHAR		3		ORIGINATING SYSTEM
19	JRST	72	73	*CHAR		2		TRANSACTION STATE
20	JRUSCD	74	75	*CHAR		2		USER ASSIGNED TRANSACTION TYPE
21	JRDESC	76	115	*CHAR		40		TRANSACTION DESCRIPTION
22	JRDOC1	116	120	*CHAR		5		TYPE OF DOCUMENT
23	JRD#1	121	125	*PACK	5	9	0	THIS DOCUMENT
24	JRDOC2	126	130	*CHAR		5		TYPE OF DOCUMENT
25	JRD#2	131	135	*PACK	5	9	0	OTHER REFERENCE
26	JRDOC3	136	140	*CHAR		5		TYPE OF DOCUMENT
27	JRD#3	141	145	*PACK	5	9	0	OPEN ITEM REFERENCE
28	JRREF	146	160	*CHAR		15		OUTSIDE REFERENCE
29	JRAMT	161	166	*PACK	6	11	2	EXTENDED, NET CHANGE
30	JRQTY	167	171	*PACK	5	9	4	JOURNAL QUANTITY
31	JRUNIT	172	174	*CHAR		3		UNITS OF MEASURE
32	JRLINE	175	178	*PACK	4	7	3	LINE NO.



Physical File Layout of PGNL503

This appendix shows the file layout of physical file PGNL503. The system retrieves the financial data for the reports from this file.

	Field	From	To	Type	Pos	Len	Dec	Text
1	#\$USG	1	1	*CHAR		1		USAGE STATUS
2	#\$ADAT	2	4	*PACK	3	5	0	JDAT OF LST ACTIVITY
3	#\$RETN	5	5	*CHAR		1		R = RETAINED OFF-LINE
4	#\$BA	6	6	*CHAR		1		BEFORE/AFTER TAG IN LOGS
5	#\$SESN	7	10	*BIN	4	9	0	SESSN NO LAST ACTIVITY
6	#\$CM	11	11	*CHAR		1		COMMAND LAST USED
7	#\$BUSY	12	13	*BIN	2	4	0	USR NO BUSY 0=FREE
8	JRKEY	14	41	*CHAR		28		INTERNAL ACCOUNT NUMBER
9	JRXREF	42	45	*BIN	4	9	0	INTERNAL ACCOUNT POINTER
10	JRNEW	46	46	*CHAR		1		Y = THIS IS A NEW ACCOUNT
11	JRSUBA	47	51	*PACK	5	9	0	SUB-ACCOUNT NUMBER
12	JRSUBL	52	54	*CHAR		3		SUB-LEDGER ID
13	JRFMON	55	56	*ZONE		2	0	0 = NOT CLOSED

14	JRCLOS	57	59	*PACK	3	5	0	CLOSING NUMBER
15	JRJRNL	60	62	*CHAR		3		JOURNAL IDENTIFIER
16	JRTRAN	63	65	*PACK	3	5	0	TRANSACTION DATE
17	JRPOST	66	68	*PACK	3	5	0	POSTING DATE
18	JRSYS	69	71	*CHAR		3		ORIGINATING SYSTEM
19	JRST	72	73	*CHAR		2		TRANSACTION STATE
20	JRUSCD	74	75	*CHAR		2		USER ASSIGNED TRANSACTION TYPE
21	JRDESC	76	115	*CHAR		40		TRANSACTION DESCRIPTION
22	JRDOC1	116	120	*CHAR		5		TYPE OF DOCUMENT
23	JRD#1	121	125	*PACK	5	9	0	THIS DOCUMENT
24	JRDOC2	126	130	*CHAR		5		TYPE OF DOCUMENT
25	JRD#2	131	135	*PACK	5	9	0	OTHER REFERENCE
26	JRDOC3	136	140	*CHAR		5		TYPE OF DOCUMENT
27	JRD#3	141	145	*PACK	5	9	0	OPEN ITEM REFERENCE
28	JRREF	146	160	*CHAR		15		OUTSIDE REFERENCE
29	JRAMT	161	166	*PACK	6	11	2	EXTENDED, NET CHANGE
30	JRQTY	167	171	*PACK	5	9	4	JOURNAL QUANTITY
31	JRUNIT	172	174	*CHAR		3		UNITS OF MEASURE
32	JRLINE	175	178	*PACK	4	7	3	LINE NO.

Physical File Layout of PGNL504



This appendix shows the file layout of physical file PGNL504. The system retrieves the financial data for the reports from this file.

	Field	From	To	Type	Pos	Len	Dec	Text
1	#\$USG	1	1	*CHAR		1		USAGE STATUS
2	#\$ADAT	2	4	*PACK	3	5	0	JDAT OF LST ACTIVITY
3	#\$RETN	5	5	*CHAR		1		R = RETAINED OFF-LINE
4	#\$BA	6	6	*CHAR		1		BEFORE/AFTER TAG IN LOGS
5	#\$SESN	7	10	*BIN	4	9	0	SESSN NO LAST ACTIVITY
6	#\$CM	11	11	*CHAR		1		COMMAND LAST USED
7	#\$BUSY	12	13	*BIN	2	4	0	USR NO BUSY 0=FREE
8	JRKEY	14	41	*CHAR		28		INTERNAL ACCOUNT NUMBER
9	JRXREF	42	45	*BIN	4	9	0	INTERNAL ACCOUNT POINTER
10	JRNEW	46	46	*CHAR		1		Y = THIS IS A NEW ACCOUNT
11	JRSUBA	47	51	*PACK	5	9	0	SUB-ACCOUNT NUMBER
12	JRSUBL	52	54	*CHAR		3		SUB-LEDGER ID
13	JRFMON	55	56	*ZONE		2	0	0 = NOT CLOSED

14	JRCLOS	57	59	*PACK	3	5	0	CLOSING NUMBER
15	JRJRNL	60	62	*CHAR		3		JOURNAL IDENTIFIER
16	JRTRAN	63	65	*PACK	3	5	0	TRANSACTION DATE
17	JRPOST	66	68	*PACK	3	5	0	POSTING DATE
18	JRSYS	69	71	*CHAR		3		ORIGINATING SYSTEM
19	JRST	72	73	*CHAR		2		TRANSACTION STATE
20	JRUSCD	74	75	*CHAR		2		USER ASSIGNED TRANSACTION TYPE
21	JRDESC	76	115	*CHAR		40		TRANSACTION DESCRIPTION
22	JRDOC1	116	120	*CHAR		5		TYPE OF DOCUMENT
23	JRD#1	121	125	*PACK	5	9	0	THIS DOCUMENT
24	JRDOC2	126	130	*CHAR		5		TYPE OF DOCUMENT
25	JRD#2	131	135	*PACK	5	9	0	OTHER REFERENCE
26	JRDOC3	136	140	*CHAR		5		TYPE OF DOCUMENT
27	JRD#3	141	145	*PACK	5	9	0	OPEN ITEM REFERENCE
28	JRREF	146	160	*CHAR		15		OUTSIDE REFERENCE
29	JRAMT	161	166	*PACK	6	11	2	EXTENDED, NET CHANGE
30	JRQTY	167	171	*PACK	5	9	4	JOURNAL QUANTITY
31	JRUNIT	172	174	*CHAR		3		UNITS OF MEASURE
32	JRLINE	175	178	*PACK	4	7	3	LINE NO.



Physical File Layout of PGNL512

This appendix shows the file layout of physical file PGNL512. The system retrieves the financial data for the reports from this file.

	Field	From	To	Type	Pos	Len	Dec	Text
1	#\$USG	1	1	*CHAR		1		USAGE STATUS
2	#\$ADAT	2	4	*PACK	3	5	0	JDAT OF LST ACTIVITY
3	#\$RETN	5	5	*CHAR		1		R = RETAINED OFF-LINE
4	#\$BA	6	6	*CHAR		1		BEFORE/AFTER TAG IN LOGS
5	#\$SESN	7	10	*BIN	4	9	0	SESSN NO LAST ACTIVITY
6	#\$CM	11	11	*CHAR		1		COMMAND LAST USED
7	#\$BUSY	12	13	*BIN	2	4	0	USR NO BUSY 0=FREE
8	JRKEY	14	41	*CHAR		28		INTERNAL ACCOUNT NUMBER
9	JRXREF	42	45	*BIN	4	9	0	INTERNAL ACCOUNT POINTER
10	JRNEW	46	46	*CHAR		1		Y = THIS IS A NEW ACCOUNT
11	JRSUBA	47	51	*PACK	5	9	0	SUB-ACCOUNT NUMBER
12	JRSUBL	52	54	*CHAR		3		SUB-LEDGER ID
13	JRFMON	55	56	*ZONE		2	0	0 = NOT CLOSED

14	JRCLOS	57	59	*PACK	3	5	0	CLOSING NUMBER
15	JRJRNL	60	62	*CHAR		3		JOURNAL IDENTIFIER
16	JRTRAN	63	65	*PACK	3	5	0	TRANSACTION DATE
17	JRPOST	66	68	*PACK	3	5	0	POSTING DATE
18	JRSYS	69	71	*CHAR		3		ORIGINATING SYSTEM
19	JRST	72	73	*CHAR		2		TRANSACTION STATE
20	JRUSCD	74	75	*CHAR		2		USER ASSIGNED TRANSACTION TYPE
21	JRDESC	76	115	*CHAR		40		TRANSACTION DESCRIPTION
22	JRDOC1	116	120	*CHAR		5		TYPE OF DOCUMENT
23	JRD#1	121	125	*PACK	5	9	0	THIS DOCUMENT
24	JRDOC2	126	130	*CHAR		5		TYPE OF DOCUMENT
25	JRD#2	131	135	*PACK	5	9	0	OTHER REFERENCE
26	JRDOC3	136	140	*CHAR		5		TYPE OF DOCUMENT
27	JRD#3	141	145	*PACK	5	9	0	OPEN ITEM REFERENCE
28	JRREF	146	160	*CHAR		15		OUTSIDE REFERENCE
29	JRAMT	161	166	*PACK	6	11	2	EXTENDED, NET CHANGE
30	JRQTY	167	171	*PACK	5	9	4	JOURNAL QUANTITY
31	JRUNIT	172	174	*CHAR		3		UNITS OF MEASURE
32	JRLINE	175	178	*PACK	4	7	3	LINE NO.



Physical File Layout of PGNL513

This appendix shows the file layout of physical file PGNL513. The system retrieves the financial data for the reports from this file.

	Field	From	To	Type	Pos	Len	Dec	Text
1	#\$USG	1	1	*CHAR		1		USAGE STATUS
2	#\$ADAT	2	4	*PACK	3	5	0	JDAT OF LST ACTIVITY
3	#\$RETN	5	5	*CHAR		1		R = RETAINED OFF-LINE
4	#\$BA	6	6	*CHAR		1		BEFORE/AFTER TAG IN LOGS
5	#\$SESN	7	10	*BIN	4	9	0	SESSN NO LAST ACTIVITY
6	#\$CM	11	11	*CHAR		1		COMMAND LAST USED
7	#\$BUSY	12	13	*BIN	2	4	0	USR NO BUSY 0=FREE
8	JRKEY	14	41	*CHAR		28		INTERNAL ACCOUNT NUMBER
9	JRXREF	42	45	*BIN	4	9	0	INTERNAL ACCOUNT POINTER
10	JRNEW	46	46	*CHAR		1		Y = THIS IS A NEW ACCOUNT
11	JRSUBA	47	51	*PACK	5	9	0	SUB-ACCOUNT NUMBER
12	JRSUBL	52	54	*CHAR		3		SUB-LEDGER ID
13	JRFMON	55	56	*ZONE		2	0	0 = NOT CLOSED

14	JRCLOS	57	59	*PACK	3	5	0	CLOSING NUMBER
15	JRJRNL	60	62	*CHAR		3		JOURNAL IDENTIFIER
16	JRTRAN	63	65	*PACK	3	5	0	TRANSACTION DATE
17	JRPOST	66	68	*PACK	3	5	0	POSTING DATE
18	JRSYS	69	71	*CHAR		3		ORIGINATING SYSTEM
19	JRST	72	73	*CHAR		2		TRANSACTION STATE
20	JRUSCD	74	75	*CHAR		2		USER ASSIGNED TRANSACTION TYPE
21	JRDESC	76	115	*CHAR		40		TRANSACTION DESCRIPTION
22	JRDOC1	116	120	*CHAR		5		TYPE OF DOCUMENT
23	JRD#1	121	125	*PACK	5	9	0	THIS DOCUMENT
24	JRDOC2	126	130	*CHAR		5		TYPE OF DOCUMENT
25	JRD#2	131	135	*PACK	5	9	0	OTHER REFERENCE
26	JRDOC3	136	140	*CHAR		5		TYPE OF DOCUMENT
27	JRD#3	141	145	*PACK	5	9	0	OPEN ITEM REFERENCE
28	JRREF	146	160	*CHAR		15		OUTSIDE REFERENCE
29	JRAMT	161	166	*PACK	6	11	2	EXTENDED, NET CHANGE
30	JRQTY	167	171	*PACK	5	9	4	JOURNAL QUANTITY
31	JRUNIT	172	174	*CHAR		3		UNITS OF MEASURE
32	JRLINE	175	178	*PACK	4	7	3	LINE NO.



Physical File Layout of PGNL514

This appendix shows the file layout of physical file PGNL514. The system retrieves the financial data for the reports from this file.

	Field	From	To	Type	Pos	Len	Dec	Text
1	#\$USG	1	1	*CHAR		1		USAGE STATUS
2	#\$ADAT	2	4	*PACK	3	5	0	JDAT OF LST ACTIVITY
3	#\$RETN	5	5	*CHAR		1		R = RETAINED OFF-LINE
4	#\$BA	6	6	*CHAR		1		BEFORE/AFTER TAG IN LOGS
5	#\$SESN	7	10	*BIN	4	9	0	SESSN NO LAST ACTIVITY
6	#\$CM	11	11	*CHAR		1		COMMAND LAST USED
7	#\$BUSY	12	13	*BIN	2	4	0	USR NO BUSY 0=FREE
8	JRKEY	14	41	*CHAR		28		INTERNAL ACCOUNT NUMBER
9	JRXREF	42	45	*BIN	4	9	0	INTERNAL ACCOUNT POINTER
10	JRNEW	46	46	*CHAR		1		Y = THIS IS A NEW ACCOUNT
11	JRSUBA	47	51	*PACK	5	9	0	SUB-ACCOUNT NUMBER
12	JRSUBL	52	54	*CHAR		3		SUB-LEDGER ID
13	JRFMON	55	56	*ZONE		2	0	0 = NOT CLOSED

14	JRCLOS	57	59	*PACK	3	5	0	CLOSING NUMBER
15	JRJRNL	60	62	*CHAR		3		JOURNAL IDENTIFIER
16	JRTRAN	63	65	*PACK	3	5	0	TRANSACTION DATE
17	JRPOST	66	68	*PACK	3	5	0	POSTING DATE
18	JRSYS	69	71	*CHAR		3		ORIGINATING SYSTEM
19	JRST	72	73	*CHAR		2		TRANSACTION STATE
20	JRUSCD	74	75	*CHAR		2		USER ASSIGNED TRANSACTION TYPE
21	JRDESC	76	115	*CHAR		40		TRANSACTION DESCRIPTION
22	JRDOC1	116	120	*CHAR		5		TYPE OF DOCUMENT
23	JRD#1	121	125	*PACK	5	9	0	THIS DOCUMENT
24	JRDOC2	126	130	*CHAR		5		TYPE OF DOCUMENT
25	JRD#2	131	135	*PACK	5	9	0	OTHER REFERENCE
26	JRDOC3	136	140	*CHAR		5		TYPE OF DOCUMENT
27	JRD#3	141	145	*PACK	5	9	0	OPEN ITEM REFERENCE
28	JRREF	146	160	*CHAR		15		OUTSIDE REFERENCE
29	JRAMT	161	166	*PACK	6	11	2	EXTENDED, NET CHANGE
30	JRQTY	167	171	*PACK	5	9	4	JOURNAL QUANTITY
31	JRUNIT	172	174	*CHAR		3		UNITS OF MEASURE
32	JRLINE	175	178	*PACK	4	7	3	LINE NO.

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