



**Florida Department of Financial Services
FLAIR Procedures Manual**

**Report Distribution System – End User
Chapter 1000**

Revised March 2025

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1000 Report Distribution System

The Report Distribution System (RDS) works with the Florida Accounting and Information Resource (FLAIR) system and is used to store and manage reports electronically. Each report that is directed into the RDS system is assigned a four-character Form Identification (ID). The Form ID is then used to distribute the report to one or more users.

FLAIR reports may be requested through the Recurring Reports (RP) function in FLAIR. They are sent to online users either immediately or on a recurring basis. Users may also receive reports from Central Accounting, Payroll, and the Warehouse Group. These RDS reports may be accessible to the user for up to three years.

RDS users have the capability to:

- View reports online.
- Perform finds or searches within a report.
- Use Boolean logic in finds and searches.
- Attach online notes to a report.
- Print an entire report.
- Print portions of reports.

The ability to manage reports electronically and limit printing enables agencies to operate as efficiently as possible.

The Department of Information Services (DIS) Helpdesk is available to assist users with questions or problems related to RDS. The DIS Helpdesk phone number is 850-413-3190.

1001 RDS Access

As a subsystem of FLAIR, RDS is housed and maintained by the Chief Financial Officer (CFO) through the Department of Financial Services' (DFS) network. The Resource Access Control Facility (RACF) is system software that secures all files, applications, and information in the DFS network. To access the information contained in the network, a user must be assigned a RACF ID.

1001.1 RACF User ID

Each agency has an assigned, three-character prefix for use with the RACF system. DFS delegates authority for assigning RACF IDs to each agency's RACF administrator(s). The RACF administrator will create RACF IDs within his/her agency's prefix.

In addition, each agency also has an RDS administrator who uses the RACF IDs to create profiles with assigned rights and privileges within the RDS system.

1001.2 RACF Passwords

Users must input their RACF ID and a password when signing on to the DFS network.

RACF passwords must be eight characters in length and contain all three of the following elements:

- A lowercase letter
- An uppercase letter
- A number

New passwords are valid for 30 days. Once a password expires it cannot be reused for 15 cycles. If a password expires or is revoked, the user must contact their RACF administrator to have it reset.

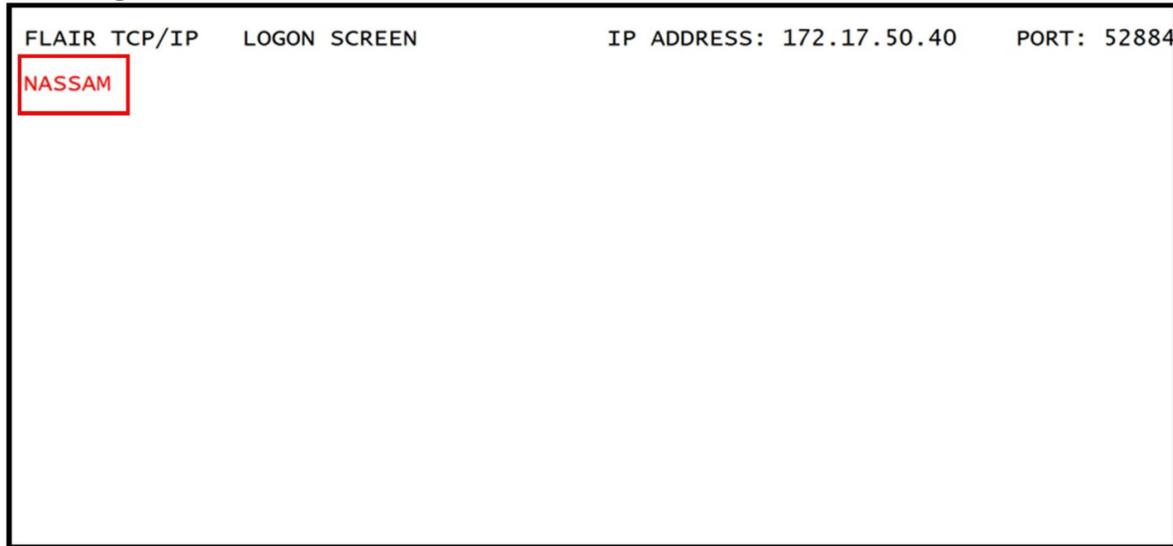
1001.3 Sign-on Procedures

Each RACF ID is assigned a default password for use during initial sign-on, at which time the user is required to change the default password to a secure, confidential password. The default password is **DXXX**, where XXX represents the three character prefix assigned to the agency. After the initial sign-on is complete, the user will continue to use the unique password he/she created.

To access RDS, sign-on to the CFO's Financial Information Network:

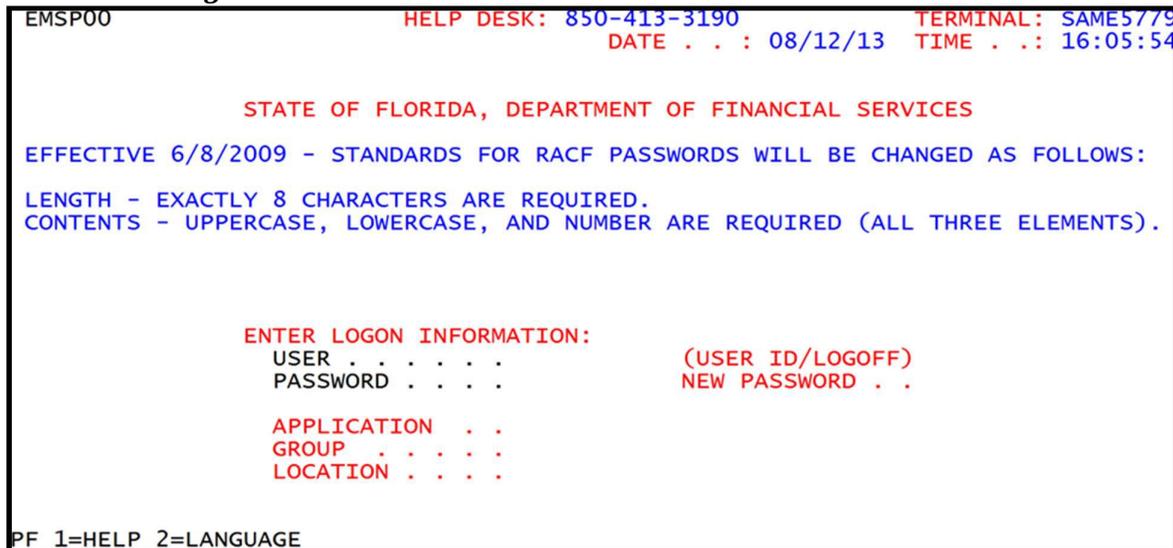
1. On a blank FLAIR Logon Screen, input **NASSAM**.

FLAIR Logon Screen



2. Press **Enter**. FLAIR will display the DFS Network Logon Screen.

DFS Network Logon Screen



It is necessary to create a new password the first time a user signs on to the network, or if the user's password has expired or been revoked.

Note: Always position the cursor by using the **Tab** key instead of using the mouse. This key moves the cursor to the correct position. If the cursor is out of position, the system will not identify the input as valid. To reset a screen, press the **ESC** key, then position the cursor properly using the **Tab** key.

From the DFS Network Logon Screen:

3. In the **USER** field, input the assigned RACF ID.
4. In the **PASSWORD** field, input the default password.

DFS Network Logon Screen

```

EMSP00                HELP DESK: 850-413-3190      TERMINAL: SAME5779
                        DATE . . . : 08/12/13      TIME . . . : 16:05:54

STATE OF FLORIDA, DEPARTMENT OF FINANCIAL SERVICES

EFFECTIVE 6/8/2009 - STANDARDS FOR RACF PASSWORDS WILL BE CHANGED AS FOLLOWS:
LENGTH - EXACTLY 8 CHARACTERS ARE REQUIRED.
CONTENTS - UPPERCASE, LOWERCASE, AND NUMBER ARE REQUIRED (ALL THREE ELEMENTS).

ENTER LOGON INFORMATION:
  USER . . . . . (USER ID/LOGOFF)
  PASSWORD . . . . NEW PASSWORD . .
  APPLICATION . .
  GROUP . . . . .
  LOCATION . . . .

PF 1=HELP 2=LANGUAGE
    
```

5. Press **Enter**. The system will display the message, "**THE PASSWORD HAS EXPIRED; ENTER A NEW PASSWORD.**"
6. In the **NEW PASSWORD** field, input a new password.
7. Press **Enter**. The system will display the message, "**REENTER THE NEW PASSWORD FOR VERIFICATION.**"

DFS Network Logon Screen

```

EMSP00                HELP DESK: 850-413-3190      TERMINAL: SAME5779
                        DATE . . . : 08/12/13      TIME . . . : 16:10:03

STATE OF FLORIDA, DEPARTMENT OF FINANCIAL SERVICES

EFFECTIVE 6/8/2009 - STANDARDS FOR RACF PASSWORDS WILL BE CHANGED AS FOLLOWS:
LENGTH - EXACTLY 8 CHARACTERS ARE REQUIRED.
CONTENTS - UPPERCASE, LOWERCASE, AND NUMBER ARE REQUIRED (ALL THREE ELEMENTS).

ENTER LOGON INFORMATION:
  USER . . . . . DISCL01 (USER ID/LOGOFF)
  PASSWORD . . . . NEW PASSWORD . .
  APPLICATION . .
  GROUP . . . . . NA
  LOCATION . . . .

EMS1030A REENTER THE NEW PASSWORD FOR VERIFICATION.

PF 1=HELP 2=LANGUAGE
    
```

8. In the **NEW PASSWORD** field, input the new password again.
9. Press **Enter**. If the password clears security edits, the system will display the Application Selection Menu.

1001.4 The Application Selection Menu

The Application Selection Menu allows the user to access the applications within the DFS Network to which he/she has security access. RDS is one of these applications.

To access RDS from the Application Selection Menu:

1. In the **COMMAND** field (at the bottom of the screen), input either **5** or **RDS**.

Application Selection Menu

```

EMSP01                APPLICATION SELECTION                TERM:  SAME5779
                                HELP DESK: 850-413-3190    TIME:   16:12:19
                                DATE: 08/12/13    GROUP:  NA
                                BROADCAST:          USER: DISCL01    PRINTER:
SELECT APPLICATION OR ENTER COMMAND. LOGOFF COMMAND TERMINATES ALL SESSIONS.
ESCAPE KEY ATTN  COMMAND KEY ENTR AND PREFIX C          PRINT KEY PA2

ID  NAME                JUMP KEY APPLICATION DESCRIPTION
 1  PROD                PA1   FLAIR PRODUCTION SYSTEM (DACA)
 2  NAT                 PA1   FLAIR NATURAL REPORTING (DACN)
 3  IW                  PA1   FLAIR INFORMATION WAREHOUSE
 4  NATTEST            PA1   FLAIR NATURAL WAREHOUSE (NT)
 5  RDS                 PA1   FLAIR REPORT DISTRIBUTION
 6  DSS                 PA1   RESERVED (USE IW INSTEAD)
 7  SPURS               PA1   STATE PURCHASING SYSTEM(SPURS)
 8  PYRL                PA1   STATE PAYROLL SYSTEM (PYRL)
 9  HOT                 PA1   GET LEAN HOTLINE SYSTEM
10  SECURITY            PA1   SECURITY ADMINISTRATION

COMMAND ==> 5
PF 1=HELP  2=LANGUAGE  3=DISC  4=KEYS  7=BACKW  8=FORWARD

```

2. Press **Enter**. The sign-on to RDS is now complete.

1002 The Report Directory

The Report Directory, also known as the RDS Library, shows all reports available to a recipient. This will usually be the first RDS screen displayed when the user accesses RDS. The Report Directory also lists information about each available report.

Report Directory

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL04
TR-> 3          TP-> 121102  TL-> 5875989
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES-----LINES-NE-ND-
*****      TOP OF DIRECTORY *****
A DTHR04          LR03      100124 08.56  103124  60578  2837876  0  0
A DTHR04          LR03      100124 09.04  103124  60578  2837876  0  0
A DTHR04          LR03      100124 09.11  103124    6      217    0  1
*****      END OF DIRECTORY *****
    
```

Fields on the Report Directory header available for viewing:

Field	Description
PF 1/13 HELP	Press F1 for the Help Screen. <i>See section 1002.2 Help Screens.</i>
COMMAND ==>	The COMMAND field can be used to issue RDS commands and to navigate within the view. Up to 29 alphanumeric characters are allowed.
REPORT INDEX	System generated.
RECIPIENT	The RACF ID of the user whose Report Directory is being displayed.
TR	Total number of reports in the Report Directory.
TP	Total number of pages in the Report Directory.
TL	Total number of lines of all reports in the Report Directory.

Report Directory View (displayed under the Report Directory headings are the column headings)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL04
TR-> 3          TP-> 121162  TL-> 5675969
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIPTION-----NOTEPAD HEADER-----
***** TOP OF DIRECTORY *****
A DTHR04          LR03    100124 08.56  103124  60578 2837876 0 0 MERGED DETAIL
A DTHR04          LR03    100124 09.04  103124  60578 2837876 0 0 MERGED DETAIL
A DTHR04          LR03    100124 09.11  103124    6    217 0 1 MERGED DETAIL
***** END OF DIRECTORY *****
    
```

Columns available for input or viewing:

Column	Description	Special Instructions
A	Action Column	Required. Valid input: S – Selects the report for viewing. E – Extracts all or a portion of the report for printing. P – Prints the report to a local printer. R – Restores an archived report. N – Creates a notepad. I – Displays additional report information. D – Deletes the report. F – Filters a form so that only reports attached to the form selected are displayed.
C	Table of Contents	Not used at this time.
A	Archived Status	Retrieved. Indicates the viewing availability of the report. Valid statuses: Blank – The report is available for viewing R – Report has been restored and is now available for viewing. A – The report has been archived. To view the report, it must be restored.
REPORT NAME	Report Name	Retrieved.
TR	N/A	This function is not being used in RDS at this time.
FORM	Form Identification	Retrieved. Reference code assigned by the RDS administrator.
C.DATE	Creation Date	Retrieved. Date report sent to RDS system.
TIME	Time	Retrieved. Time report sent to RDS system (using a 24-hour clock).
V/E DATE	Version Number/ Expiration Date	Retrieved. Date report goes into archived status.
PAGES	Number of Pages in the Report	Retrieved.

Column	Description	Special Instructions
LINES	Number of Lines in the Report	Retrieved.
NE	Number of Extractions	Retrieved. Number of times report has been printed by the user.
ND	Number of Displays	Retrieved. Number of times report has been displayed by the user.
REPORT DESCRIPTION	Report Description	Retrieved. Created when the Form ID is established.
NOTEPAD HEADER	Report Attachment (Notepad) Header	Retrieved. Description of notepad contents. A notepad is an attachment to a report. Note: Always use a notepad header if there is a notepad attached; this is the only indicator telling users there is an attachment. A notepad without a header is called a Reportless Notepad.

1002.1 Navigation within RDS

Users may have many reports in their directory. If the user is not able to see the **REPORT DESCRIPTION** and **NOTEPAD HEADER** columns, then the Report Directory is too wide to view in its entirety. To view all information it may be necessary to navigate around the screen.

Navigation keys and commands:

Navigation Key/ Command	Corresponding Keyboard Key(s)	Description
PF3	F3	Press F3 multiple times to exit.
PF5	F5	Repeats previous command.
PF7	F7	Moves one page backward in the directory or in Displayed Report View.
PF8	F8	Moves one page forward in the directory or in Displayed Report View.
PF10	F10	Moves the screen to the left. The user is returned to the default view of the Report Directory Screen and the furthest left columns display once again.
PF11	F11	Moves the screen to the right. The columns located furthest to the right comes into view and the columns furthest left disappear.
BOT	N/A	Moves to the bottom of the directory or report.
TOP	N/A	Moves to the top of the directory or report.
P XXXX	N/A	XXXX = page number. Moves to the designated page number, for example P 100 will display page number 100 in the report. Used in Displayed Report View only.
L XXXX	N/A	XXXX = line number. Moves to the designated line number, for example L 100 will display line number 100 in the report. Used in Displayed Report View.

Navigation Key/ Command	Corresponding Keyboard Key(s)	Description
		XXXX = directory list. Lists the first instance of the requested search criteria when used in Directory View.
LOGOFF	N/A	Input in the COMMAND field from any screen in RDS to logoff.

1002.2 Help Screens

In RDS, Help Screens available to provide information about the screen being displayed.

To access a Help Screen, press **F1** while viewing any RDS Screen. The information displayed will depend on what screen the user is on when **F1** is pressed. The Help Screen will also show information about the keyboard function keys.

Help Screen (example 1)

```

PF 1/13 HELP-COMMAND ==>
-REPORT DIRECTORY - HELP (FRAME 1/5)

***** KEYS AND PFKS (COMMANDS) *****
PFK 1/13 (HELP)      = HELP
PFK 4/16 (EXIT/END) = EXIT FROM EOS
PFK 3/15 (RETURN)   = PROCESS OR RETURN TO THE PREVIOUS MENU
PFK 5/17 (RCMD)     = REPEAT LAST COMMAND
PFK 8/20 (DOWN)     = SCROLL FRWD/DOWN FRAME
PFK 7/19 (UP)       = SCROLL BKWD/UP FRAME
PFK 11/23 (RIGHT)   = SCROLL RIGHT
PFK 10/22 (LEFT)    = SCROLL LEFT
PFK 2/14 = SPLIT THE SCREEN AT THE POSITION INDICATED WITH THE CURSOR
PFK 9/21 = SWAP THE TWO HALVES OF A PREVIOUSLY SPLIT SCREEN
ENTER    = PROCESS
CLEAR    = ERASE ALL INPUT AND REDISPLAY

***** FUNCTIONS *****
ALLOWS THE USER TO:
- SCROLL THE DIRECTORY, USING THE PFKS, OR A POSITIONING COMMAND.
- REQUEST ACTION ON ONE OR MORE REPORTS IN THE ACTION COLUMN.
  - PRESS THE HELP PFK FOR NEXT PAGE ../..
  - ENTER TO RETURN TO THE DISPLAY IN PROGRESS-

```

Help Screen (example 2)

```
PF 1/13 HELP-COMMAND ==>
-REPORT DIRECTORY - HELP (FRAME 2/5)

***** COLUMN HEADING DESCRIPTIONS *****
A      ACTION COLUMN
      THIS COLUMN ALLOWS THE INSERTION OF AN ACTION CODE NEXT TO
      THE CORRESPONDING REPORT ENTRY.

C      TABLE OF CONTENTS
BLANK NO TABLES OF CONTENTS(TOCS) ARE ASSOCIATED WITH THIS REPORT.
Y      ONE OR MORE TABLES OF CONTENTS (TOCS) ARE AVAILABLE ONLINE
      FOR THE REPORT.
A      ONE OR MORE TABLES OF CONTENTS (TOCS) ARE ASSOCIATED WITH
      THE REPORT, BUT THEY HAVE BEEN ARCHIVED (AND NOT RESTORED).

A      ARCHIVE/RESTORE STATUS OF THE REPORT:
A      THE REPORT HAS BEEN ARCHIVED.
R      THE REPORT HAS BEEN RESTORED.
S      ONE OR MORE TOC SECTIONS ARE RESTORED.
BLANK THE REPORT IS ACTIVE.

- PRESS THE HELP PFK FOR NEXT PAGE ../..
- ENTER TO RETURN TO THE DISPLAY IN PROGRESS-
```

Note: Press **F1** to scroll through the Help Screens.

1003 Archiving

Archiving is a means of electronically storing a report, in which it may not be immediately available but can be retrieved. Reports remain in the Report Directory until they are archived to make room for incoming reports.

RDS administrators are responsible for determining the following:

- How long reports remain in the library for immediate viewing (up to 30 days).
- How long reports can be archived (up to three years).

Archived reports remain in the directory but must be restored to be viewed. After 460 days, an archived report will automatically purge from the Report Directory. To view a report that is no longer in the Report Directory, but still within the three year archival period, make a request to the FLAIR Helpdesk (850-413-3190) to have the archived report restored. When making this request, provide the creation date and the form ID to identify the report to be restored.

1003.1 Identifying an Archived Report

To identify a report that has been archived, look at the Archive Status column (the second **A**) in the Report Directory.

Possible report statuses include:

- **A** – Archived Status
- **R** – Restored Status
- **Blank** – Report has not been archived or restored. Available for immediate viewing.

Report Directory (with Archive Status column)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-   RECIPIENT-> DISCL04
                                TR-> 3      TP-> 121162  TL-> 5675969
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIP
                                ***** TOP OF DIRECTORY *****
A DTHR04                LR03      100124 08.56  103124  60578 2837876 0 0 MERGED DETAIL
A DTHR04                LR03      100124 09.04  103124  60578 2837876 0 0 MERGED DETAIL
A DTHR04                LR03      100124 09.11  103124    6    217 0 1 MERGED DETAIL
                                ***** END OF DIRECTORY *****
```

1003.2 Restoring an Archived Report

Before viewing an archived report, the report must be restored. The recipient has the capability to restore reports that are in Archive Status in the Report Directory. For example, in the Report Directory below, the report **DMAR04** with a **C.DATE** of **11/29/2012** is archived (note the **A** in the Archive Status column). The report is assigned **FORM ID LR03**.

Report Directory (with example data displayed)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-   RECIPIENT-> DISCL04
                        TR-> 3      TP-> 121162  TL-> 5675969
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES-----LINES-NE-ND-REPORT DESCRIP
                        ***** TOP OF DIRECTORY *****
  A DTHR04             LR03    100124 08.56  103124  60578 2837876 0 0 MERGED DETAIL
  A DTHR04             LR03    100124 09.04  103124  60578 2837876 0 0 MERGED DETAIL
  A DTHR04             LR03    100124 09.11  103124    6    217 0 1 MERGED DETAIL
                        ***** END OF DIRECTORY *****
    
```

To restore the archived report:

1. In the first **A** column (the Action column) to the left of the report to be restored, input **R**.

Report Directory (example restoration request)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-   RECIPIENT-> DISCL04
                        TR-> 3      TP-> 121162  TL-> 5675969
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES-----LINES-NE-ND-REPORT DESCRIP
                        ***** TOP OF DIRECTORY *****
  R A DTHR04             LR03    100124 08.56  103124  60578 2837876 0 0 MERGED DETAIL
  A DTHR04             LR03    100124 09.04  103124  60578 2837876 0 0 MERGED DETAIL
  A DTHR04             LR03    100124 09.11  103124    6    217 0 1 MERGED DETAIL
                        ***** END OF DIRECTORY *****
    
```

2. Press **Enter**. FLAIR will display a confirmation screen.
3. In the **COMMAND** field, input **Y** or **YES**.

Report Restoration Confirmation (with example data input)

```

PF 1/13 HELP-COMMAND ==> YES
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT RESTORATION-        RECIPIENT-> DISCL04

SCOPE OF OPERATION          ==> P <-- ENTER P=PRIVATE T=TOTAL

REPORT NAME -> DTHR04
DESCRIPTION -> MERGED DETAIL

FORM NAME ---> LR03                EXPIRATION DATE --> 10/31/2024
NOTEPAD HDR ->                    TABLE OF CONTENTS-> NONE
TYPE/STATUS -> ARCHIVED
LINES / PAGES -> 2837876 / 60578
CREATION DATE -> 10/01/2024 (24275) 08.56.54  JOBNAME/ID -> RSDEVT2 / STC17999
ARCHIVAL DATE -> 10/02/2024 (24276)  ARCHIVE EXP-> 12/31/2027 AG-> 1
LAST DISPLAY --> NONE                DISP NUMBER-> 0
LAST EXTRACT --> NONE                EXTR NUMBER-> 0
RECORDED ON  --> NOT APPLICABLE
    
```

4. Press **Enter**. The system will display a confirmation that the request has been recorded.

Report Restoration Result (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT RESTORE RESULT-    RECIPIENT-> DISCL04

*****
* REPORT RESTORE REQUEST IS NOW RECORDED ON A.R.Q FILE *
*****

REPORT NAME -> DTHR04
DESCRIPTION -> MERGED DETAIL

FORM NAME ---> LR03                EXTD-> NO    EXPIRATION DATE --> 10/31/2024
NOTEPAD HDR ->                    NPAD-> NO   TABLE OF CONTENTS-> NONE
TYPE/STATUS -> ARCHIVED
LINES / PAGES -> 2837876 / 60578
CREATION DATE -> 10/01/2024 (24275) 08.56.54  JOBNAME/ID -> RSDEVT2 / STC17999
ARCHIVAL DATE -> 10/02/2024 (24276)  ARCHIVE EXP-> 12/31/2027 AG-> 1
LAST DISPLAY --> NONE                DISP NUMBER-> 0
LAST EXTRACT --> NONE                EXTR NUMBER-> 0
    
```

5. In the **COMMAND** field, input Y.

Report Restoration Result (with example data input)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT RESTORE RESULT-      RECIPIENT-> DISCL04

*****
*          REPORT RESTORE REQUEST IS NOW RECORDED ON A.R.Q FILE          *
*****

REPORT NAME -> DTHR04
DESCRIPTION -> MERGED DETAIL

FORM NAME ---> LR03              EXTND-> NO      EXPIRATION DATE --> 10/31/2024
NOTEPAD HDR ->                  NPAD-> NO      TABLE OF CONTENTS-> NONE
TYPE/STATUS -> ARCHIVED
LINES / PAGES -> 2837876 / 60578
CREATION DATE -> 10/01/2024 (24275) 08.56.54  JOBNAME/ID -> RSDEVT2 / STC17999
ARCHIVAL DATE -> 10/02/2024 (24276)          ARCHIVE EXP-> 12/31/2027 AG-> 1
LAST DISPLAY --> NONE                    DISP NUMBER-> 0
LAST EXTRACT --> NONE                    EXTR NUMBER-> 0
    
```

6. Press **Enter**. The system will display the Report Directory.

It takes approximately 15 to 20 minutes for a Report Restoration Request to be fully processed (depending on how busy the system is and how many requests are being processed at the time). For this reason, when the user is returned to the Report Directory it may appear as though nothing has happened; an **A** remains in the Archive Status column.

Once the report is restored, an **R** will appear in the Archive Status column indicating that the report is now available for viewing. The report is only available for seven days and automatically reverts back to Archive Status.

Report Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-      RECIPIENT-> DISCL04
                        TR-> 3      TP-> 121162  TL-> 5675969
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCR
                        ***** TOP OF DIRECTORY *****
R DTHR04          LR03      100124 08.56  103124 60578 2837876 0 0 MERGED DETAI
  A DTHR04          LR03      100124 09.04  103124 60578 2837876 0 0 MERGED DETAI
  A DTHR04          LR03      100124 09.11  103124    6    217 0 1 MERGED DETAI
                        ***** END OF DIRECTORY *****
    
```

1004 Viewing Reports

Reports in the Report Directory that have not yet been archived, or reports that have been restored, are available for online viewing.

To select a report for online viewing:

1. In the **A** (Action) column next to the report to be viewed, input **S**.

Report Directory (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-   RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCR
                                ***** TOP OF DIRECTORY *****
      A DTHR04          LR03      100124 08.56   103124  60578  2837876  1  2  MERGED DETAI
      A DTHR04          LR03      100124 09.04   103124  60578  2837876  0  4  MERGED DETAI
      A DTHR04          LR03      100124 09.11   103124     6    217  0 10  MERGED DETAI
      A DTHR04          BXF3     112724 22.11   122724  67502  3164773  0  2  EXP DETAIL B
      A DTHR04          BXF3     123124 22.21   013025  73095  3426340  0  0  EXP DETAIL B
      A DTHR04          BXF3     013125 22.48   030225  59214  2774309  0  4  EXP DETAIL B
      S DTHR04          BXF3     022825 22.42   033025  60191  2819237  0  9  EXP DETAIL B
                                ***** END OF DIRECTORY *****
```

2. Press **Enter**. The system will display the report online in Display View.

Display View (left side - with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR01      FORM-> LR02   LINES-> 360   PAGES-> 13
S.F. 22      S.P. 01     S -> 001   E -> 132   L 0000000001 P 000000001
-----
          ---- TOP OF REPORT ----
DMAR01-12 AS OF 11/29/12          8500000000          DATE RUN 11/29/12
          TRIAL BALANCE BY FUND          PAGE 1
          NOVEMBER 29, 2012
85 FLAIR EDUCATION
8500 FLAIR EDUCATION
74 8 010001 CLIENT REVOLVING FUND
GL          GL ACCOUNT NAME
CAT  CF  YR  CAT DESCRIPTION          MONTH-TO-DATE          QUARTER-TO-DATE          YEAR-TO-DATE
11200      CASH IN BANK
004000    OTHER NON OPERATING RECEIPTS          0.00          0.00          9,200,000.00
040000    EXPENSES          0.00          0.00          901,477.80
          ** GL 11200 TOTAL          0.00          0.00          10,101,477.80
16800      DUE FROM STATE FUNDS - REVOLVING FUND
040000    EXPENSES          0.00          0.00          907,360.20
45100      ADVANCES FROM OTHER FUNDS BETWEEN DEPA
004000    OTHER NON OPERATING RECEIPTS          0.00          0.00          9,195,000.00
          *** FUND TOTAL          0.00          0.00          20,203,838.00
DMAR01-12 AS OF 11/29/12          8500000000          DATE RUN 11/29/12
          TRIAL BALANCE BY FUND          PAGE 2
          NOVEMBER 29, 2012
```

If the right side of the report is not visible, it is because the report is too wide to fit the screen. Press **F11** to view the columns farthest to the right.

Display View (right side - with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR01      FORM-> LR02    LINES-> 360    PAGES-> 13
S.F.    22      S.P.    01    S -> 109  E -> 240  L 0000000001 P 000000001
-----
                ---- TOP OF REPORT ----

DATE RUN 11/29/12
PAGE      1

YEAR-TO-DATE

9,200,000.00
901,477.80
10,101,477.80

907,360.20

9,195,000.00
20,203,838.00

DATE RUN 11/29/12
PAGE      2
    
```

Note: Press **F10** to scroll the report back to the left.

1004.1 Displayed Report Fields

When viewing a report online, there are three status lines at the top of the display. These lines remain frozen on the Display View regardless of where the cursor is positioned within the report, or which page is displayed. The content of the report displays under the status lines.

Display View Status Lines (with example data displayed)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR01      FORM-> LR02    LINES-> 360    PAGES-> 13
S.F.    22      S.P.    01    S -> 109  E -> 240  L 0000000001 P 000000001
    
```

Status line fields:

Field	Description	Special Instructions
PF 1/13 HELP	Help	Press F1 for a Help Screen.
COMMAND == >	Command Line	Required. The user can input various commands while viewing the report.
REPORT NAME	Report Name	Retrieved.
FORM	Form ID	Retrieved. Four-character reference code (alphanumeric) assigned by the RDS administrator.
LINES	Number of Lines in the Report	Retrieved.
PAGES	Number of Pages	Retrieved.

Field	Description	Special Instructions
	in the Report	
S.F.	Scroll Forward	Retrieved. Indicates the number of lines the system will scroll forward (F8) or backward (F7).
S.P.	Scroll Pages	Retrieved. Indicates the number of pages the system will scroll forward (F12) or backward (F6).
S	Starting Character Position	Retrieved.
E	Ending Character Position	Retrieved.
L	Report Line Number	When scrolling the display with the function keys, the last line from the previous screen will appear at the top of the new page. The current line refers to the second row just below the dashes.
P	Page Number	Retrieved.

1005 The Ruler Command

The Ruler command is used to help determine exactly where a column begins and ends. This information can be used to narrow the scope of both the Find and Search commands.

In the following example, the ruler is used to determine the beginning and ending points for the Category (**CAT**) column.

To use the Ruler command:

1. In the **COMMAND** field, input **R**.
2. Tab the cursor to the line under which the ruler is to be displayed (in this example, the cursor is in the **CAT** column beneath **060000**).

Display View (with example data input)

```

PF 1/13 HELP COMMAND ==> R
REPORT NAME-> DTHR01 D      FORM-> BW01      LINES-> 11917    PAGES-> 286
S.F.      23      S.P.      01      S -> 001    E -> 132    L 0000000119 P 000000003
-----
DTHR01-09 AS OF 07/29/13                                4300000000
                                                    DAILY DETAIL JOURNAL BY FUND
43  DEPARTMENT OF FINANCIAL SERVICES
4300 DEPARTMENT OF FINANCIAL SERVICES
80 9 000001 GENERAL FIXED ASSET ACCOUNT GROUP
00000000 00
TRDT   TR L3L5   EO GL   CAT   CF YR   AMOUNT OBJ   PDN   INVOICE
PROJECT ID      BPIN   PID  QTY   SDN      ODN   DESCRIPTION
07/18/2013 70 0000000 27600 060000 00 998.75 000000 V001070 0001 840916
          RP060932                AA842000002 4563668669
          ** CAT 060000 TOTAL          998.75
          *** GL 27600 TOTAL          998.75
07/18/2013 70 0000000 72100 060000 00 998.75- 000000 V001070 0001
          RP060932                AA842000002 4563668669
          ** CAT 060000 TOTAL          998.75-
          *** GL 72100 TOTAL          998.75-
          **** FUND TOTAL            0.00
    
```

3. Press **Enter**. The system will display the ruler and the cursor will be positioned in the **COMMAND** field.

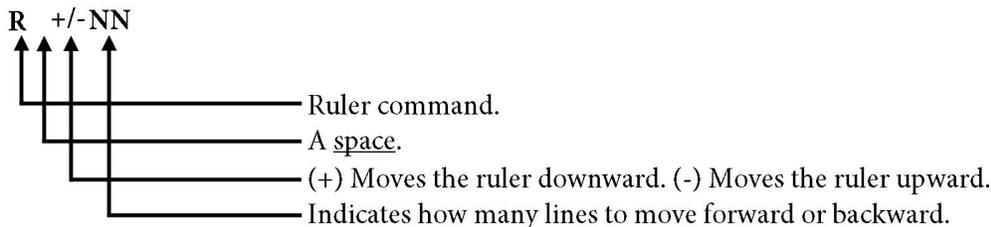
Display View (with ruler and example data displayed)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR01 D      FORM-> BW01      LINES-> 11917      PAGES-> 286
S.F.      23      S.P.      01      S -> 001      E -> 132      L 0000000119 P 000000003
-----
DTHR01-09 AS OF 07/29/13                                43000000000
                                                    DAILY DETAIL JOURNAL BY FUND
43 DEPARTMENT OF FINANCIAL SERVICES
4300 DEPARTMENT OF FINANCIAL SERVICES
80 9 000001 GENERAL FIXED ASSET ACCOUNT GROUP
00000000 00
TRDT      TR L3L5      EO GL      CAT      CF YR      AMOUNT OBJ      PDN      INVOICE
PROJECT ID      BPIN      PID QTY      SDN      ODN      DESCRIPTION
07/18/2013 70 0000000 27600 060000 00      998.75 000000 V001070 0001 840916
-----10-----20-----30-----40-----50-----60-----70-----80-----90
      RP060932                                AA842000002 4563668669
      ** CAT 060000 TOTAL                                998.75
      *** GL 27600 TOTAL                                998.75
07/18/2013 70 0000000 72100 060000 00      998.75- 000000 V001070 0001
    
```

1005.1 Moving the Ruler

To move the ruler on the display, the following command format can be used:



For example, to move the ruler **up** three lines:

1. In the **COMMAND** field, input **R -3**.
2. Press **Enter**.

For example, to move the ruler **down** five lines:

1. In the **COMMAND** field, input **R +5**.
2. Press **Enter**.

1005.2 Determining Column Beginning and Ending

Once the beginning and ending spaces of a column have been determined, the numbers can be used in conjunction with the Find and Search commands for limiting the character string criteria.

Using the ruler:

TRDT	TR	L3L5	EO	GL	CAT	CF	YR
PROJECT ID			BPIN		PID	QTY	
07/18/2013	70	0000000	27600	060000	00		
-----+-----10-----+-----20-----+-----30-----+-----40-----+-----50							
		RP060932					

The plus sign (+) in the ruler indicates counts of five spaces. For example, the 5th, 15th, and 25th spaces will each be indicated with a (+).

The numbers (10, 20, 30, etc.) in the ruler count as two spaces. For example, **30** marks both the 30th and 31st spaces - the digit **3** sits in the 30th space, while the digit **0** sits in the 31st space.

In this example, the beginning and ending for the **GL** column will be determined. The cursor is placed directly over of the (+) sign just to the left of the number **27600** in the **GL** column. To find the beginning and ending points:

1. Use the **Tab** and arrow keys to place the cursor over the (+) sign nearest to the search criteria.
2. Determine which space it represents. In this example, the nearest (+) is at space **25**.

Use the (+) to determine column beginning:

TRDT	TR	L3L5	EO	GL	CAT	CF	YR
PROJECT ID			BPIN		PID	QTY	
07/18/2013	70	0000000	27600	060000	00		
-----+-----10-----+-----20-----+-----30-----+-----40-----+-----50							
		RP060932					

3. Count the number of spaces from the (+) to the beginning of the column. In this example, the **GL** column begins at space **26**.
4. Count the number of spaces until the ending of the column. In this example, the **GL** column ends at space **30**.

1006 The Find Command

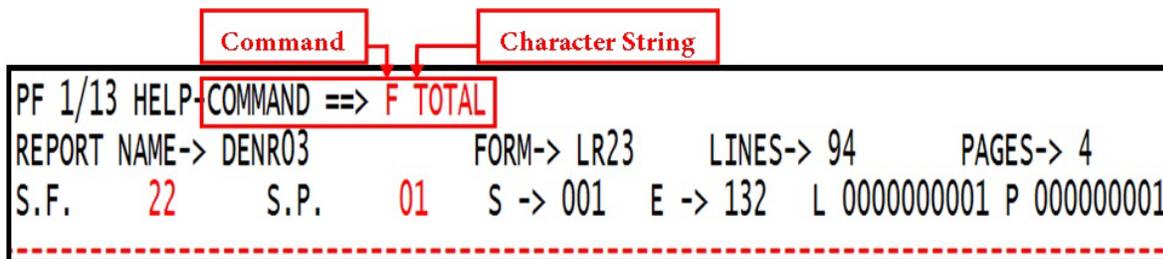
When viewing a report, the Find command allows the user to search for a specific character or character string in a report. It highlights the first instance where the string is found in the report.

1006.1 Using the Find Command

To find a specific character or character string, use the Find command.

In the example below, the user is searching for the character string **TOTAL**.

1. In the **COMMAND** field, input **F** and a **space**.
2. Input the character string (for this example, **F TOTAL**).



3. Press **Enter**. The system will find the first occurrence of the string in the report and highlight the entire line in which it is contained. Any other line that contains the requested character string is also highlighted, but may not appear on the displayed page.

Press **F5** to continue searching through the report to find the next occurrence of the character string. This can continue until the user reaches the end of the report. The **F5** key is used to repeat a command. In this case, it is used to repeat the Find command.

For example, the character string **TOTAL** was found in four places on this page. To see the string on additional pages, press **F5**.

Display View (with example data retrieved denoting occurrences of the character string **TOTAL**)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DENR03      FORM-> LR23      LINES-> 94      PAGES-> 4
S.F. 23      S.P. 01      S -> 001      E -> 132      L 000000020 P 000000001
-----
**** ENC TOTAL ----- 30,000.00
***** FUND TOTAL ----- 34,105.26

DENR03-13 AS OF 07/30/13      85000000000      DATE RUN 08/01/13
                                OUTSTANDING ENCUMBRANCES BY NUMBER      PAGE 2
                                JULY 30, 2013

85 FLAIR EDUCATION
8510 ORGANIZATION NOT ON TITLE FILE
20 2 010001 FUND NOT ON ACCO
85100000 00 OFFICE OF THE COMMISSIONER
ENC NO VENDOR NO
LINE EO L3L5 O E DATE AMT VENDOR NAME CAT CFI NCFI OBJ DESC QTY OCA GR T STATE PROGRAM
E10000
0001 AA 0202213 09/30/2013 10,000.00 040000 341000 LAB SUPPLIES 1112110000-000000
E19 F555555555999
0002 AA 0202213 09/30/2013 4,015.00 040000 380000 OFFICE SUPPLIES 1112110000-000000
***** FUND TOTAL ----- 14,015.00
***** DIVISION TOTAL ----- 48,120.26

DENR03-13 AS OF 07/30/13      85000000000      DATE RUN 08/01/13
    
```

To exit Find mode:

1. In the **COMMAND** field, input **RESET**.
2. Press **Enter**.

1006.2 Using Character Strings that Includes Spaces

If the user inputs a character string that includes spaces, the character string must be enclosed in single or double quotations.

For example, to find a division in the report called Risk Management:

1. In the **COMMAND** field, input **F "Risk Management"**.

Display View (with example data input)

```

PF 1/13 HELP-COMMAND ==> F "RISK MANAGEMENT"
REPORT NAME-> DTHR04      FORM-> BXF3      LINES-> 366046      PAGES-> 8186
S.F. 23      S.P. 01      S -> 001      E -> 132      L 0000000119 P 000000003
-----
DTHR04-19 AS OF 07/31/13      43000000000
                                MERGED DETAIL JOURNAL BY FUND
                                JULY 31, 2013

430000 DEPARTMENT OF FINANCIAL SERVICES
4300 DEPARTMENT OF FINANCIAL SERVICES
80 9 000001 GENERAL FIXED ASSET ACCOUNT GROUP
TRDT TR L3L5 EO GL CAT CF YR AMOUNT OBJ PDN INVOICE
FT AI BPIN PID QTY CKNO CKDT SDN ODN DESCRIPTION
CNTRT CY PROJECT ID
07/02/2013 70 0000000 27200 082309 00 42,442.63 000000 V000530 0001 PR#6
0 BLO00003 EFM309 0002
06/30/2013 70 0000000 27200 082309 00 14,935.00 000000 V000530 0002 #3-ACT#
0 BLO00003 EFM309 0002
-----
* PDN V000530 TOTAL 57,377.63
** CAT 082309 TOTAL 57,377.63
*** GL 27200 TOTAL 57,377.63
    
```

2. Press **Enter**. The system will display the first instance of Risk Management highlighted for review.

Display View (with example data results from a Find command using a character string)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR04      FORM-> BXF3      LINES-> 366046  PAGES-> 8186
S.F. 23      S.P. 01      S -> 001      E -> 132      L 0000127902 P 000002900
-----
430000 DEPARTMENT OF FINANCIAL SERVICES
4364  DIVISION OF RISK MANAGEMENT(DRM)
10 2 078001 ST RISK MGMT TF
43400100 00 ST SELF-INSURED CLAIMS ADJ
TRDT      TR L3L5  EO GL  CAT  CF YR      AMOUNT  OBJ  PDN      INVOICE
FT AI BPIN  PID QTY      CKNO  CKDT      SDN      ODN      DESCRIPTION
CNTRT CY PROJECT ID
07/26/2013 07 0000000 12100 000000 00      148,042.66- 000000
0
07/26/2013 07 0000000 12100 000000 00      56,760.39- 000000
0
D0159
07/26/2013 07 0000000 12100 000000 00      575.08- 000000
0
D0082
    
```

To exit Find mode:

1. In the **COMMAND** field, input **RESET**.
2. Press **Enter**.

1006.3 Using the Wildcard Character

The wildcard character, the period (.), can be used to substitute for a character or characters in a string in either the Find or the Search command.

Display View (with example Find using wildcard characters)

```

PF 1/13 HELP-COMMAND ==> f 261... 63 68
REPORT NAME-> DTHR01 D    FORM-> BW01      LINES-> 9416  PAGES-> 225
S.F. 23      S.P. 01      S -> 001      E -> 132      L 0000000120 P 000000003
-----
DTHR01-09 AS OF 12/12/12      43000000000      DATE RUN 12/12/12
DAILY DETAIL JOURNAL BY FUND      PAGE 1
43 DEPARTMENT OF FINANCIAL SERVICES
4300 DEPARTMENT OF FINANCIAL SERVICES
80 9 000001 GENERAL FIXED ASSET ACCOUNT GROUP
00000000 00
TRDT      TR L3L5  EO GL  CAT  CF YR      AMOUNT  OBJ  PDN      INVOICE  VENDOR NO      OCA PPI RTP FT AI
PROJECT ID      BPIN  PID QTY      SDN      ODN      DESCRIPTION      SUB VENDOR NO      GRT  GY CNTRT CY
12/10/2012 02 0000000 27600 060000 00      3,321.00- 000000 CERT201 3/20      I 0
      RP046719
12/10/2012 02 0000000 27600 060000 00      3,324.04- 000000 CERT201 3/20      I 0
      RP048581
12/10/2012 02 0000000 27600 060000 00      3,321.00- 000000 CERT201 3/20      I 0
      RP046703
12/10/2012 02 0000000 27600 060000 00      2,807.58- 000000 CERT201 3/20      I 0
    
```

Display View (with example Find results using the wildcard character)

PF 1/13 HELP-COMMAND ==>										
REPORT NAME-> DTHR01 D		FORM-> Bw01		LINES-> 9416		PAGES-> 225				
S.F.	23	S.P.	01	S -> 001	E -> 132	L 0000002512	P 000000072			
* PDN V006781 TOTAL				432.77						
12/10/2012	51	4000000	J1 71100	040000	00	21.40	261030	V006811 0001	07-21-25	I 0
							12/11/2012			
12/10/2012	51	4000000	J1 71100	040000	00	60.00	261100	V006811 0002	07-21-25	I 0
							12/11/2012			
12/10/2012	51	4000000	J1 71100	040000	00	30.00	261200	V006811 0003	07-21-25	I 0
							12/11/2012			
12/10/2012	51	4000000	J1 71100	040000	00	64.08	261300	V006811 0004	07-21-25	I 0
							12/11/2012			
12/10/2012	51	4000000	J1 71100	040000	00	163.85	261400	V006811 0005	07-21-25	I 0
							12/11/2012			
* PDN V006811 TOTAL				339.33						
** CAT 040000 TOTAL				772.10						

1006.4 Using Columns in a Find

The user may need to find a code that appears in a specific column in a report. To restrict a Find command to a specific column in the report, the user will input the column numbers behind the string.

Note: The column numbers can be found by using the Ruler command. *See section 1005 The Ruler Command for details.*

To execute a Find within a column (this example uses a column that begins in space 32 and ends in space 37):

1. In the **COMMAND** field, input **F** and a **space**.
2. Input the character string and a **space** (for this example, **F 100777**).
3. Input the beginning column number and a **space**.
4. Input the ending column number and a **space** (for this example, **F 100777 32 37**).

Display View (with example data input using the Find command in a specific column)

PF 1/13 HELP-COMMAND ==> F 100777 32 37
 REPORT NAME-> DTHR01 D FORM-> BW01
 S.F. 23 Command > 001

Beginning of the column

Ending of the column

* PDN V006781 TOTAL		432.77					
12/10/2012	51 4000000 J1 71100 040000 00	21.40	261030	V006811	0001	07-21-25	I 0
						12/11/2012	
12/10/2012	51 4000000 J1 71100 040000 00	60.00	261100	V006811	0002	07-21-25	I 0
						12/11/2012	
12/10/2012	51 4000000 J1 71100 040000 00	30.00	261200	V006811	0003	07-21-25	I 0
						12/11/2012	
12/10/2012	51 4000000 J1 71100 040000 00	64.08	261300	V006811	0004	07-21-25	I 0
						12/11/2012	
12/10/2012	51 4000000 J1 71100 040000 00	163.85	261400	V006811	0005	07-21-25	I 0
						12/11/2012	

5. Press **Enter**. The system will display the desired Find results.

Display View (with example Find results displayed)

PF 1/13 HELP-COMMAND ==>
 REPORT NAME-> DTHR01 D FORM-> BW01 LINES-> 9416 PAGES-> 225
 S.F. 23 S.P. 01 S-> 001 E-> 132 L 0000002534 P 000000073

PROJECT ID	BPIN	PID	QTY	SDN	ODN	DESCRIPTION	SUB VENDOR NO	GRT	GY CNTRT CY
12/10/2012	51 4000000	J1 71100	100777 00	260.20	242002	V006782 0001 018033701			I 0
						SENER PLT SVC			
** CAT 100777 TOTAL				260.20					
*** GL 71100 TOTAL				1,032.30					
**** FUND TOTAL				0.00					

DTHR01-09 AS OF 12/12/12 43000000000 DATE RUN 12/12/12
 DAILY DETAIL JOURNAL BY FUND PAGE 72

1007 The Search Command

The Search command is similar to the Find command, in that it locates a character string within a report. The difference between the Search and Find commands is that the Search command locates and displays only the lines that match the string. Lines that do not match the string are not displayed. Report lines matching the criteria string are taken out of context and displayed alone in an index.

When the lines are indexed in this manner, they will also display the report page and the line number where the string is found.

1007.1 Using the Search Command

Use the Search command to find all instances of a specific character or character string.

1. In the **COMMAND** field, input an **S** and a **space**.
2. Input the character string, (for this example, input **TOTAL**).

Display View (with example Search command data input)

PF 1/13 HELP-COMMAND ==> S TOTAL				FORM-> LP02	LNES-> 360	PAGES-> 13
REPORT NAME-> DMAR01				S.F.	0000023	P 000000002

85	FLAIR EDUCATION					
8510	DIVISION 10					
10	1	000001	FUND NOT ON ACC			
85100000	00	OFFICE OF THE COMMISSIONER				
GL	GL ACCOUNT NAME					
CAT	CF	YR	CAT	DESCRIPTION	MONTH-TO-DATE	QUARTER-TO-DATE
13100				UNEXPENDED GENERAL REVENUE RELEASES		
010000				SALARIES AND BENEFITS	0.00	32,217,500.00
030000				OTHER PERSONAL SERVICES	0.00	32,217,500.00
040000				EXPENSES	174,498.51-	55,055,501.49
060000				OPERATING CAPITAL OUTLAY	0.00	32,217,500.00
				** GL 13100 TOTAL	174,498.51-	151,708,001.49
54600				COLLECTIONS, GENERAL REVENUE		
000100				FEES	600.00	600.00
000200				LICENSES	10,200.00	10,200.00
001100				OTHER GRANTS	249,700.00	249,700.00
001800				REFUNDS	2,478.00	2,478.00
				** GL 54600 TOTAL	262,978.00	262,978.00

3. Press **Enter**. The system will display only the lines containing the word **TOTAL** in a Search Index. The Index contains a page/line reference indicating where the line resides in the report.

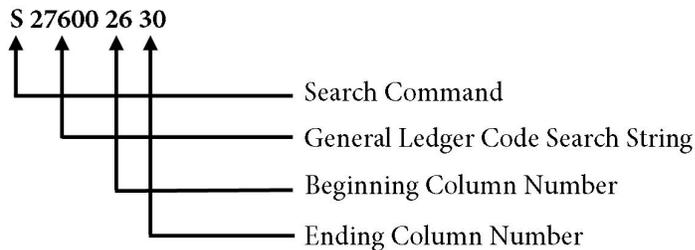
Search Index View (with example Search results displayed)

PF 1/13 HELP-COMMAND ==>			
REPORT NAME->	DTHR04	FORM->	BXF3
LINES->	366046	PAGES->	8186
S.F.	23	S.P.	01
S ->	001	E ->	132
L	0000000134	P	000000003

* PDN	V000530	TOTAL	PAGE 0000003	LINE 000000134	57,377.63
** CAT	082309	TOTAL	.PAGE 0000003	LINE 000000135	57,377.63
*** GL	27200	TOTAL	.PAGE 0000003	LINE 000000136	57,377.63
* PDN	G3170	TOTAL	.PAGE 0000003	LINE 000000148	2,052.00
* PDN	G3171	TOTAL	PAGE 0000003	LINE 000000154	1,026.00
* PDN	V000197	TOTAL	PAGE 0000003	LINE 000000160	1,496.72
* PDN	V000199	TOTAL	PAGE 0000004	LINE 000000180	2,993.44
* PDN	V000330	TOTAL	PAGE 0000005	LINE 000000232	3,471.40
* PDN	V000578	TOTAL	PAGE 0000005	LINE 000000254	7,483.60

1007.2 Using Columns in a Search Command

The Ruler command can be used to determine the beginning and ending spaces of a column to narrow a search. For example, if the Ruler command is used to determine that the general ledger code **27600** resides in a column beginning with the number **26** and ending with the number **30**, the user can use those numbers in the following Search command.



The Search command brings up every general ledger code in the report matching **27600** in the column beginning at **26** and ending at **30**.

To use columns in the Search command:

1. In the **COMMAND** field, input an **S** and a **space**.
2. Input the data code desired and the column beginning and column ending numbers, (for this example, input **27600 space 26 space 30**).

Display View (example using Search command in a specific column)

```

PF 1/13 HELP-COMMAND ==> S 27600 26 30
REPORT NAME-> DTHR04          FORM-> BXF3          LINES-> 366046  PAGES-> 8186
S.F.      23          S.P.      01          S -> 001  E -> 132  L 0000000142 P 000000003
-----
0  RP060939          SRT-CREDIT          PISTOL GLOCK MOD
07/10/2013 16 0000000 27600 040000 00          513.00 000000 G3170
0  RP060940          SRT-CREDIT          PISTOL GLOCK MOD
07/10/2013 16 0000000 27600 040000 00          513.00 000000 G3170
0  RP060941          SRT-CREDIT          PISTOL GLOCK MOD
-----
* PDN G3170 TOTAL          2,052.00
07/10/2013 16 0000000 27600 040000 00          513.00 000000 G3171
0  RP060942          SRT-CREDIT          PISTOL GLOCK MOD
07/10/2013 16 0000000 27600 040000 00          513.00 000000 G3171
0  RP060943          SRT-CREDIT          PISTOL GLOCK MOD
-----
* PDN G3171 TOTAL          1,026.00
06/26/2013 70 0000000 27600 040000 00          748.36 000000 V000197 0001 XJ5N4MJ83
0  RP060827          AA81FED0001 4372948767
06/26/2013 70 0000000 27600 040000 00          748.36 000000 V000197 0001 XJ5N4MJ83
0  RP060828          AA81FED0001 4372948767
-----
* PDN V000197 TOTAL          1,496.72
    
```

3. Press **Enter**. The system will display all instances where **27600** appears in the specified column in a Search Index. The Index contains a page/line reference indicating where the line resides in the report.

Search Index View (example results using Search for a specific column)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR04          FORM-> BXF3          LINES-> 366046  PAGES-> 8186
S.F.      23          S.P.      01          S -> 001  E -> 132  L 0000000143 P 000000003
-----
.....PAGE 000003 LINE 00000143 .....
07/10/2013 16 0000000 27600 040000 00          513.00 000000 G3170          I
.....PAGE 000003 LINE 00000145 .....
07/10/2013 16 0000000 27600 040000 00          513.00 000000 G3170          I
.....PAGE 000003 LINE 00000149 .....
07/10/2013 16 0000000 27600 040000 00          513.00 000000 G3171          I
.....PAGE 000003 LINE 00000151 .....
07/10/2013 16 0000000 27600 040000 00          513.00 000000 G3171          I
.....PAGE 000003 LINE 00000155 .....
06/26/2013 70 0000000 27600 040000 00          748.36 000000 V000197 0001 XJ5N4MJ83          A
.....PAGE 000003 LINE 00000157 .....
06/26/2013 70 0000000 27600 040000 00          748.36 000000 V000197 0001 XJ5N4MJ83          A
.....PAGE 000004 LINE 00000171 .....
07/03/2013 70 0000000 27600 040000 00          748.36 000000 V000199 0001 XJ5R965F3          A
.....PAGE 000004 LINE 00000173 .....
07/03/2013 70 0000000 27600 040000 00          748.36 000000 V000199 0001 XJ5R965F3          A
.....PAGE 000004 LINE 00000175 .....
07/03/2013 70 0000000 27600 040000 00          748.36 000000 V000199 0001 XJ5R965F3          A
.....PAGE 000004 LINE 00000177 .....
07/03/2013 70 0000000 27600 040000 00          748.36 000000 V000199 0001 XJ5R965F3          A
.....PAGE 000004 LINE 00000181 .....
07/03/2013 70 0000000 27600 040000 00          584.49 000000 V000330 0001 000104433          A
    
```

1007.3 Using the Search Index

From the Search Index, the user can go directly to a specific line of the report or exit the Search Index.

To go to a specific line in a report from within the Search Index, complete the following steps:

1. Place the cursor on the line desired.
2. Press **Enter**.

To exit the Search mode, complete the following steps:

1. In the **COMMAND** field, input **RESET**.
2. Press **Enter**.

See section 1002.1 Navigation within RDS for available function keys.

1008 The Horizontal Hold Command – Display View

In Display View, the Horizontal Hold command freezes column headings at the top of the screen as the user scrolls through a report.

Features of the Horizontal Hold include:

- A maximum of nine lines may be held by the Horizontal Hold command and placed in any order.
- The lines remain frozen until the command is reset or the user exits the report.
- Horizontal Hold only effects reports while viewing online.
- Horizontal Hold formatting does not display on printed reports.

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

1008.1 Holding One Line Using the Horizontal Hold Command

The user has the option to freeze a header line at the top of the report while viewing.

To place a Horizontal Hold:

1. In the **COMMAND** field, input **H**.
2. Using the arrow keys, move the cursor to the line to hold within the report heading.

Display View (example placing a Horizontal Hold on one line)

PF 1/13 HELP-COMMAND ==>	H	← Command	LINES-> 360	PAGES-> 13
REPORT NAME-> DMAR01			S -> 001	E -> 132
S.F. 22	S.P. 01	L 000000001	P 00000001	
----- TOP OF REPORT -----				
DMAR01-12 AS OF 11/29/12			85000000000	TRIAL BALANCE BY FUND
				NOVEMBER 29, 2012
85 FLAIR EDUCATION				
8500 FLAIR EDUCATION				
74 8 010001 CLIENT REVOLVING FUND				
- GL	GL ACCOUNT NAME			MONTH-TO-DATE
CAT	CF YR CAT DESCRIPTION			
11200	CASH IN BANK			
Move the cursor to the line desired				RECEIPTS
within the report heading.				0.00
			** GL 11200 TOTAL	0.00
10800	DUE FROM STATE FUNDS	REVOLVING FUND		0.00

3. Press **Enter**. FLAIR will display the held line at the top of the report followed by a double dotted line (=====).

Display View (with one line held the by Horizontal Hold command)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR01      FORM-> LR02      LINES-> 360      PAGES-> 13
S.F.      20      S.P.      01      S -> 001      E -> 132      L 0000000001 P 000000001
-----
GL          GL ACCOUNT NAME
-----
DMAR01-12  AS OF 11/29/12                                85000000000
                                                    TRIAL BALANCE BY FUND
                                                    NOVEMBER 29, 2012

85 FLAIR EDUCATION
8500 FLAIR EDUCATION
74 8 010001 CLIENT REVOLVING FUND
GL          GL ACCOUNT NAME
CAT  CF YR CAT DESCRIPTION                                MONTH-TO-
11200      CASH IN BANK
004000     OTHER NON OPERATING RECEIPTS
040000     EXPENSES
                                                    ** GL 11200 TOTAL
    
```

The navigation keys **F8** and **F7** can now be used to scroll up or down in the report. Regardless of how many pages are held, the hold line will remain at the top of the screen until **RESET** is input in the **COMMAND** field.

1008.2 Holding Multiple Lines Using the Horizontal Hold Command

The user may need to hold multiple lines at the top of the report. These may be frozen in any order using the Horizontal Hold command.

To place a Horizontal Hold:

1. In the **COMMAND** field, input **H**.

Display View (example placing a Horizontal Hold on multiple lines)

```

PF 1/13 HELP-COMMAND ==> H ← Command
REPORT NAME-> DMAR01      FORM-> LR02      LINES-> 360      PAGES-> 13
S.F.      22      S.P.      01      S -> 001      E -> 132      L 0000000001 P 000000001
-----
----- TOP OF REPORT -----
DMAR01-12  AS OF 11/29/12                                85000000000
                                                    TRIAL BALANCE BY FUND
                                                    NOVEMBER 29, 2012

85 FLAIR EDUCATION
8500 FLAIR EDUCATION
74 8 010001 CLIENT REVOLVING FUND
GL          GL ACCOUNT NAME
CAT  CF YR CAT DESCRIPTION                                MONTH-TO-DATE
11200      CASH IN BANK
004000     OTHER NON OPERATING RECEIPTS                                0.00
040000     EXPENSES                                                    0.00
                                                    ** GL 11200 TOTAL                                0.00
16800      DUE FROM STATE FUNDS - REVOLVING FUND
    
```

2. Press **Enter**. The system will display a blank **A** (Action) column on the left of the report.

Display View (with Action Column illustrated)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR01      FORM-> LR02    LINES-> 360    PAGES-> 13
S.F.    22      S.P.    01                L 0000000001  P 000000001
A-----
DMAR01-12 AS OF 11/29/12
Action Column
85 FLAIR EDUCATION
8500 FLAIR EDUCATION
74 8 010001 CLIENT REVOLVING FUND
GL          GL ACCOUNT NAME
CAT  CF YR CAT DESCRIPTION          MONTH-TO-DATE
11200      CASH IN BANK
004000     OTHER NON OPERATING RECEIPTS          0.00
040000     EXPENSES                               0.00
** GL 11200 TOTAL                               0.00
16800      DUE FROM STATE FUNDS - REVOLVING FUND
    
```

3. Press **Tab** until the cursor is in the **A** column.
4. Number the lines in the order they are to be displayed, from top to bottom.

Display View (choosing the order of the lines to be displayed)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR01      FORM-> LR02    LINES-> 360    PAGES-> 13
S.F.    22      S.P.    01                L 0000000001  P 000000001
A-----
1 DMAR01-12 AS OF 11/29/12
2 85 FLAIR EDUCATION
3 8500 FLAIR EDUCATION
4 74 8 010001 CLIENT REVOLVING FUND
GL          GL ACCOUNT NAME
CAT  CF YR CAT DESCRIPTION          MONTH-TO-DATE
11200      CASH IN BANK
004000     OTHER NON OPERATING RECEIPTS          0.00
040000     EXPENSES                               0.00
** GL 11200 TOTAL                               0.00
16800      DUE FROM STATE FUNDS - REVOLVING FUND
    
```

5. Press **Enter**. The held lines indicated in the **A** column will be displayed at the top of the screen followed by a double dotted line.

Display View (with multiple lines held using the Horizontal Hold command)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR01      FORM-> LR02      LINES-> 360      PAGES-> 13
S.F.      17      S.P.      01      S -> 001      E -> 132      L 0000000001 P 000000001
=====
DMAR01-12 AS OF 11/29/12      85000000000
85 FLAIR EDUCATION
8500 FLAIR EDUCATION
74 8 010001 CLIENT REVOLVING FUND
=====
----- TOP OF REPORT -----
DMAR01-12 AS OF 11/29/12      85000000000
TRIAL BALANCE BY FUND
NOVEMBER 29, 2012

85 FLAIR EDUCATION
8500 FLAIR EDUCATION
74 8 010001 CLIENT REVOLVING FUND
GL          GL ACCOUNT NAME
CAT  CF YR CAT DESCRIPTION      MONTH-TO-DATE
11200      CASH IN BANK
004000      OTHER NON OPERATING RECEIPTS      0.00
040000      EXPENSES      0.00
    
```

While the Horizontal Hold is in effect, the user can navigate using the PF Keys. *See section 1002.1 Navigation within RDS for details.*

To exit the Horizontal Hold:

1. In the **COMMAND** field, input **RESET**.
2. Press **Enter**.

1009 The Vertical Hold Command

The Vertical Hold command freezes columns on the left side of the screen while the report is in Display View.

Features of the Vertical Hold include:

- A maximum of eight columns may be held, in any, order using the Vertical Hold command.
- The columns remain frozen until the command is reset or the user exits the report.
- Vertical Hold only effects reports while viewing online.
- Vertical Hold formatting does not display on printed reports.

1009.1 Accessing the Vertical Hold Menu

Vertical Holds are placed by accessing the Vertical Hold Menu and selecting the column(s) to be held.

To place a Vertical Hold on a report:

1. In the **COMMAND** field, input **VH**.
2. All columns will have a column header displayed on the report. Press **Tab** to move the cursor to the same line as the column header.

Display View (example placing a Vertical Hold)

```

PF 1/13 HELP-COMMAND ==> VH
REPORT NAME-> DPRR161      FORM-> LR01      LINES-> 146      PAGES-> 4
S.F.      23      S.P.      01      S -> 001      E -> 132      L 0000000115 P 000000002
-----
*****
*****
*****
*****
DPRR161-07 AS OF 07/18/13
                                     85000000000
                                     LISTING OF ACCOUNTING PROPERTY HISTORY AT LEVEL 2
                                     SORTED BY ITEM/TRTYP/TRDT/GL
                                     JULY 18, 2013
850000 DEPARTMENT OF F      Cursor      ON
850900000000 TITLE NOT ON TITLE FILE
ITEM NUM  PROP DOC  TRDT _  MGDT      L2L5      GL  TR      AMOUNT      CUFUND
DPS PPI   SDN      SWDN      GRANT GY CNTRT CY OCA      VIN      VNO
BU-000001 VZ60239  05/21/2013 07/18/2013 090201085 27200 70      4,625.00  20-2-26100
Y      EA1576 0001 D3000655455 91447      5-16-13  F11
BU-000003 VZ60701  05/29/2013 07/18/2013 090201085 27200 70      4,500.00  20-2-26100
Y      EA1560 0001 D3000661604 91447      5-12669  F44
    
```

In the example above, the columns to be frozen are **ITEM NUM** and **TRDT**. The cursor has been moved to the column header line for these columns.

3. Press **Enter**. The system will display the Vertical Hold Menu.

Vertical Hold Menu

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DPRR161      FORM-> LR01    LINES-> 146    PAGES-> 4
S.F.    00      S.P.    01      L 0000000115  P 000000002
-----
                                VERTICAL HOLDING MENU
-----
-ORIGIN LINE-  ITEM NUM  PROP DOC  TRDT      MGDT      L2L5      GL      TR
                CAT      YR CF
    
```

1009.2 Using the Vertical Hold Menu

On the Vertical Hold Menu, the user may select and number the columns to be held.

The user marks the order of the columns by placing a **1** at beginning of the first column to be held and an **E** at the end of the first column to be held. If a second column is to be held, place a **2** at the beginning of that column and an **E** to mark the end of that column, etc. Up to eight columns may be held.

For example, to freeze the **ITEM NUM** and **TRDT** columns on the left side of the screen:

1. Under the **I** in **ITEM NUM**, input **1**.
2. To the left of the next column, **PROP DOC**, input **E** (*see the following figure*).
3. Under the **T** in **TRDT**, input **2**.
4. To the left of the next column, **MGDT**, input **E**.

Vertical Hold Menu (example selecting columns to be held)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DPRR161      FORM-> LR01    LINES-> 146    PAGES-> 4
S.F.    00      S.P.    01      L 0000000115  P 000000002
-----
                                VERTICAL HOLDING MENU
-----
-ORIGIN LINE-  ITEM NUM  PROP DOC  TRDT      MGDT      L2L5      GL      TR
                CAT      YR CF
                1      E      2      E
    
```


Display View (example of Vertical Hold results [right side])

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DPRR161      FORM-> LR01      LINES-> 146      PAGES-> 4
S.F. 23      S.P. 01      S -> 110      E -> 218      L 0000000115 P 000000002
(-----)(-----):
*****
*****
*****
*****
DPRR161-07 /13      :      DATE RUN 07/18/13
                   :      PAGE      1
                   :
                   :
850000 DEPLAIR EDUCAT:
85090000000000N TITLE FI:
ITEM NUM  TRDT      BJ      CAT      YR CF
OFS PPI   SWDN      :      VNAME
BU-000001 05/21/2013 :20000 060000
Y          E3000655455 :      BURTONS TRADING
BU-000003 05/29/2013 :20000 060000
Y          E3000661604 :      SOUTHEASTERN OUT
TRAN:
    
```

To remove the Vertical Hold and return to the original display:

1. In the **COMMAND** field, input **RESET**.

Display View (example removing the Vertical Hold)

```

PF 1/13 HELP-COMMAND ==> RESET
REPORT NAME-> DPRR161      FORM-> LR01      LINES-> 146      PAGES-> 4
S.F. 23      S.P. 01      S -> 110      E -> 218      L 0000000115 P 000000002
(-----)(-----):
*****
*****
*****
*****
DPRR161-07 /13      :      DATE RUN 07/18/13
                   :      PAGE      1
                   :
                   :
850000 DEPLAIR EDUCAT:
85090000000000N TITLE FI:
ITEM NUM  TRDT      BJ      CAT      YR CF
OFS PPI   SWDN      :      VNAME
BU-000001 05/21/2013 :20000 060000
Y          E3000655455 :      BURTONS TRADING
BU-000003 05/29/2013 :20000 060000
Y          E3000661604 :      SOUTHEASTERN OUT
TRAN:
    
```

2. Press **Enter**. The report will return to Display View.

1010 Virtual Keys

Virtual Keys are mainframe macros that allow the user to “save” commands and activate the commands using a single keystroke.

Features of Virtual Keys:

- Recorded instructions can be set up and assigned to alphanumeric characters.
- Assigned characters include **A** through **Z** (excluding **Y**) or **0** through **9**.
- Assigned to a user ID, not to a specific report.
- Commands such as Find, Search, and Vertical Hold may be stored.

1010.1 Creating Virtual Keys

The user may create a Virtual Key to store a command.

To create a Virtual Key while viewing a report:

1. In the **COMMAND** field, input **KEYS**.

Display View (with sample input)

```
PF 1/13 HELP-COMMAND ==> KEYS
REPORT NAME-> DMAR054      FORM-> LR01      LINES-> 183      PAGES-> 10
S.F.      22      S.P.      01      S -> 001      E -> 132      L 0000000001 P 000000001
```

2. Press **Enter**. The Virtual Keys Screen will display.
3. Using the **Tab** key, move the cursor to the **KEY** column.
4. Input the letter or number to assign this Virtual Key.

Virtual Key Menu (example assigning a character to a Virtual Key)

```
PF 1/13 HELP-COMMAND ==>
-VIRTUAL KEYS -
KEY - CHARACTER STRING -
A ==>
COM
==>
```

The letter A will be the Virtual Key name for this Find example.

Key Column

5. Press **Tab** to move the cursor to the right of the arrow (**==>**).
6. Input the desired command.

In this example, the Find command will look for the Budget Entity **43010300** and Internal Budget Indicator **00**.

Virtual Keys Menu (example saving a command as a Virtual Key)

```
PF 1/13 HELP-COMMAND ==>
-VIRTUAL KEYS -
KEY - CHARACTER STRING -
A ==> F "43010300 00"
COM
==>
```

There is a space in the numerical character string between 43010300 and 00, so quotation marks are included at the front and the back of the character string.

The **COM** (Comment) field allows the user to insert a comment regarding which command is assigned, and which report should be displayed when the Virtual Key is used. This comment is optional, but strongly recommended.

Virtual Keys Menu (example adding a comment)

```
PF 1/13 HELP-COMMAND ==>
-VIRTUAL KEYS -
KEY - CHARACTER STRING -
A ==> F "43010300 00"
COM FIND INFORMATION TECH DTHR01
==>
COM
==>
```

Comment regarding the command, and to which report it pertains.

7. Press **Enter**. The information will be accepted by the system. The screen will blink and the information input will appear in capital letters.
8. Press **F3** to return to display view of the report.

1010.2 Activating the Virtual Key

Once a Virtual Key has been assigned, it can be used while viewing a report.

To activate a Virtual Key:

1. In the **COMMAND** field, input a forward slash (/) and the assigned key.

Note: Virtual Keys are not case sensitive. Both upper- and lowercase characters are accepted.

Display View (example activating a Virtual Key)

```
PF 1/13 HELP-COMMAND ==> /A
REPORT NAME-> DTHR01 D      FORM-> LR04   LINES-> 15802   PAGES-> 355
S.F.      23      S.P.      01      S -> 001   E -> 132   L 0000000119 P 000000003
```

2. Press **Enter**. The system will perform the command as if manually input and highlight the code within the report for viewing. The user can press **F5** to repeat the command.

Display View (example displays results of the Virtual Key activation)

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR01 D      FORM-> LR04   LINES-> 15802   PAGES-> 355
S.F.      23      S.P.      01      S -> 001   E -> 132   L 0000004569 P 000000105
```

```
10 2 021002 ADMINISTRATIVE TRUST FUND DFS-A
43010300 00 INFORMATION TECHNOLOGY
```

TRDT	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	PDN	IN
PROJECT ID					PID	QTY		SDN		ODN	DESC
08/02/2013	30	0530400	C4	12100	001800	00		773.47	000000	C460783	
										2565084	
								773.47			
								773.47			
08/01/2013	70	0530100	C4	12200	040000	00		27,300.00-	000000	V001434	0001
										AA849100002	4659418619
08/01/2013	70	0530100	C4	12200	040000	00		3,570.00-	000000	V001434	0002
										AA849100003	4659418620

3. Press **F3** to return to display view of the report.

1010.3 Modifying a Virtual Key Temporarily

A user can temporarily modify a Virtual Key as needed. For this example, a user set up a Virtual Key to look for information technology, but now needs to find data pertaining to consumer assistance.

1. In the **COMMAND** field, input a backslash (\) and the assigned Virtual Key.

Display View (modifying a Virtual Key)

```
PF 1/13 HELP-COMMAND ==> \A
REPORT NAME-> DTHR01 D      FORM-> LR04      LINES-> 16496      PAGES-> 383
S.F.      23      S.P.      01      S -> 001      E -> 132      L 0000000119 P 000000003
```

2. Press **Enter**. The system will display the original command in the **COMMAND** field. This is called Conversation Mode.
3. Input the new command by typing over the original command.

Display View (the original command displays in Conversation Mode and may be changed)

```
PF 1/13 HELP-COMMAND ==> F "43010300 00"
REPORT NAME-> DTHR01 D      FORM-> LR04      LINES-> 16496      PAGES-> 383
S.F.      23      S.P.      01      S -> 001      E -> 132      L 0000000119 P 000000003
```

4. Press **Enter**. The new command is executed this time only, and the original Virtual Key is unchanged.

Display View (example showing temporary command executed)

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR01 D      FORM-> LR04      LINES-> 16496      PAGES-> 383
S.F.      23      S.P.      01      S -> 001      E -> 132      L 0000005886 P 000000127
```

```
10 2 393001  INSURANCE REGULATORY TF ROI
43500400 00  CONSUMER ASSISTANCE
```

TRDT	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	PDN
PROJECT ID			BPIN		PID	QTY		SDN		ODN
07/31/2013	30	0000000	P4	12100	000100	00		50.00	000000	C460773
										2560531
07/31/2013	30	0000000	P4	12100	000100	00		50.00	000000	C460773
										2560533
07/31/2013	30	0000000	P4	12100	000100	00		50.00	000000	C460773
										2560557
07/31/2013	30	0000000	P4	12100	000100	00		50.00	000000	C460773
										2560558
07/31/2013	30	0000000	P4	12100	000100	00		50.00	000000	C460773
										2560559

5. Press **F3** to return to display view of the report.

1010.4 Modifying a Virtual Key Permanently

Virtual Keys can also be permanently modified as needed by the user.

To permanently modify a Virtual Key:

1. In the **COMMAND** field, input **KEYS**.
2. Press **Enter**.
3. Move the cursor to the field to be modified and input the new information.
4. Press **Enter**. The system saves the key with the changes intact.
5. Press **F3** to return to the report.

1010.5 Deleting a Virtual Key

When a Virtual Key is no longer needed, it can be deleted.

To delete a Virtual Key:

1. In the **COMMAND** field, input **KEYS**.
2. Press **Enter**.
3. Move the cursor to the virtual key to be deleted and use the **Space Bar** or **Delete** to remove the information.
4. Press **Enter**. The system will delete the Virtual Key.
5. Press **F3** to return to the report.

1011 Boolean Logic

In addition to executing basic Search and Find commands, the user can also use Boolean logic. Boolean logic allows a user to organize concepts together in sets. When searching computer databases, these sets are controlled by the use of Boolean operators such as **OR**, **AND**, and **NOT**. Boolean logic can be used to search for items meeting a set of criteria, or to perform more than one command at a time. This is particularly useful when executing a Find or Search for more than one character string, or amounts within a range.

When the operator **AND** is used in Boolean logic, all search criteria must be present to return specific words or values. When the operator **OR** is used, either of the search criteria input may be present to return words or values.

The following comparisons can be used with the Search and Find commands:

Sign	Description
=	Equal to
>	Greater than
>=	Greater than or equal to
≠	Not equal to
<	Less than
<=	Less than or equal to

1011.1 Performing a Search Using Boolean Logic

To perform a Search using Boolean logic:

1. In the **COMMAND** field, input **S**.
2. Press **Enter**. The system will display the Search/Find Menu.

Search/Find Menu

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR04          FORM-> BXF3      LINES-> 366046   PAGES-> 8186
-SEARCH/FIND MENU-

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

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

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

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

AND/OR ==> ARGUMENT 4 ==> _____
COMPARISON         ==>  / NUMERIC/MATCH CASE ==>  <- N/M
FROM/TO COLUMN     ==>
PF 8/20 - TO PROCESS SEARCH/FIND
    
```

Search/Find Menu fields:

Field	Input Values
SEARCH OR FIND	Required. Valid input: S - Search F - Find
START AT	Required. Valid input: T - Start the Search/Find at the top. B - Start the Search/Find at the bottom. XXXX - Start the Search/Find from line XXXX , where XXXX is a numerical line number. PXXX - Start the Search/Find from page XXX , where XXX is a numerical page number.
DIRECTION	Required. Valid input: F - Search/Find forward (down) from the start at position. B - Search/Find backward (up) from the start at position.
OPERATION RANGE	Retrieved. Valid input: Lnnnn - Number of lines that the Search/Find operation will be applied to, where nnnn is a numeral. Pnnnn - Number of pages that the Search/Find operation will be applied to, where nnnn is a numeral. The default comes from the user profile and is usually set to 5000. Example: L24 - range of 25 lines P25 - range of 25 pages
SAVE AS VIRTUAL KEY	Optional. Valid input: Y - Save as a Virtual Key.
UNDER CHARACTER	Optional. Input the character assigned for the Virtual Key.
ARGUMENT 1	Required. The character string for which the user is searching. If numeric, use leading zeros to fill the field. The period (.) can be used as a wildcard for any position in the argument. ARGUMENT 2-4 are optional.
COMPARISON	Required. Valid input: EQ - Equal to NE - Not equal to GT - Greater than GE - Greater than or equal to LT - Less than LE - Less than or equal to
NUMERIC MATCH CASE	Required. Valid input: N - Argument is for a numerical search. M - Argument is for alphanumeric case search.
FROM/TO COLUMN	Optional. Beginning and ending column numbers where argument is found.
AND/OR	Required. If using more than one argument. Optional. Valid input: AND - All criteria must be found in results.

Field	Input Values
OR - One or more criteria must be found in results.	

In this example, the user is looking in a **DTHR04** report, and wants to find all references to object codes **261300** or **261500**:

1. In the **COMMAND** field, input **S**.
2. Press **Enter**. The system will display the Search/Find Menu.
3. Input the required data.

Note: The operator **OR** is used instead of **AND** because an item cannot have BOTH object codes. If **AND** is used, no results will display.

Search/Find Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR04          FORM-> BXF3          LINES-> 366046          PAGES-> 8186
-SEARCH/FIND MENU-

SEARCH OR FIND          ==> S <- S/F          START AT              ==> 119
DIRECTION               ==> F <- F/B          OPERATION RANGE       ==> 5000
SAVE AS VIRTUAL KEY    ==> <- Y/N          UNDER CHARACTER      ==>

ARGUMENT 1             ==> 261300
COMPARISON              ==> EQ          NUMERIC/MATCH CASE   ==> N <- N/M
FROM/TO COLUMN         ==> 65 / 70

AND/OR ==> OR

ARGUMENT 2             ==> 261500
COMPARISON              ==> EQ          NUMERIC/MATCH CASE   ==> N <- N/M
FROM/TO COLUMN         ==> 65 / 70

AND/OR ==>

ARGUMENT 3             ==>
COMPARISON              ==>
FROM/TO COLUMN         ==> /

AND/OR ==>

ARGUMENT 4             ==>
COMPARISON              ==>
FROM/TO COLUMN         ==> /

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

4. Press **F8** to execute the search.

Search Index (results display in the Search Index with both object codes displayed)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR04          FORM-> BXF3          LINES-> 366046          PAGES-> 8186
S.F.      20          S.P.      01          S -> 001          E -> 132          L 0000001327 P 000000030
-----
07/01/2013 51 0000000 A2 71100 040000 00          PAGE 0000030 LINE 000001327
173.16 261300 V000506 0002 06/26-28
07/23/2013 99 0000000 A2 71100 040000 00          PAGE 0000031 LINE 000001344
173.16- 261300 V000956 0027 06/26-28
07/19/2013 51 0000000 A2 71100 040000 00          PAGE 0000031 LINE 000001352
94.58 261300 V001017 0003 07/11-12
07/19/2013 51 0000000 A2 71100 040000 00          PAGE 0000031 LINE 000001354
96.23 261300 V001017 0004 07/16-18
07/23/2013 53 0000000 A2 71100 040000 c 00          PAGE 0000031 LINE 000001362
173.16- 261300
07/23/2013 53 0000000 A2 71100 040000 c 00          PAGE 0000031 LINE 000001368
173.16 261300 V000956 0027 06/26-28
07/08/2013 51 0000000 CA 71100 040000 00          PAGE 0000063 LINE 000002708
304.80 261500 V000242 0002 018959301
PAGE 0000063 LINE 000002720
    
```

To go to a specific line in a report from within the Search Index:

1. Place the cursor on the line desired.
2. Press **Enter**.

To exit the Search mode:

1. In the **COMMAND** field, input **RESET**.
2. Press **Enter**.

1012 Notepads

Notepads allow the user to attach comments to a specific report or to create a note in the report directory. They are helpful in documenting notes, questions, or errors in a report. Notepad information is archived with the report and restored when the report is restored. Notepads may be added to a report in Display View or from the Directory View.

1012.1 Attaching a Notepad in Display View

When a report is displayed, a notepad can be attached. The notepad contains a header that can be up to 20 characters in length. The header will appear in the **NOTEPAD HEADER** column in the report directory.

To attach a notepad to a report:

1. In the **COMMAND** field, input **N**.

Report Display View (using Notepad command)

PF 1/13 HELP-COMMAND ==> N					
REPORT NAME-> DMAR055		FORM-> LR30	LINES-> 199	PAGES-> 11	
S.F. 23	S.P. 01	S -> 001	E -> 132	L 0000000002 P 000000001	

DMAR055-18 AS OF 07/30/13		85000000000			
SCHEDULE OF ALLOTMENT BALANCES BY FUND					
LEVEL 5 SUMMARY					
JULY 30, 2013					
85 FLAIR EDUCATION					
8500 FLAIR EDUCATION					
80 9 111111 FUND NOT ON FILE					
00000000 00 BE IBI NOT ON TITLE FILE					
8500 00 00 000 FLAIR EDUCATION					
OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-YTD	ENCU	
000000	0.00	550.00-	550.00-		

** APPRO 060000 TOTAL	0.00	550.00-	550.00-		

*** ORG LEVEL TOTAL	0.00	550.00-	550.00-		

2. Press **Enter**. The system will display the Notepad Header Screen.

Notepad Header Screen

PF 1/13 HELP-COMMAND ==>			
REPORT NAME-> DMAR055	FORM-> LR30	LINES-> 199	PAGES-> 11
NOTEPAD HEADER ->	-----		

3. Press **Tab** once to position the cursor in the **NOTEPAD HEADER** field.
4. In the **NOTEPAD HEADER** field, input a header (up to 20 characters).
5. Press **Tab** again to move the cursor to the next line.
6. In the comment area, input a comment.

Notepad View

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR055          FORM-> LR30          LINES-> 199          PAGES-> 11
NOTEPAD HEADER -> VIRTUAL KEY REMINDER -----
VIRTUAL KEY HAS BEEN DEFINED FOR THIS REPORT

/B ==>S "DIVISION 20"

PERFORMS A SEARCH FOR DIVISION 20 BALANCES ON REPORT DMAR055
```

7. Press **Enter**. The system will save the notepad.
8. Press **F3** to exit out of Notepad View and return to the Display View.
9. Press **F3** again to return to the Directory View. The header will display in the **NOTEPAD HEADER** column.

Directory View (right side with example data retrieved)

```
PF 1/13 HELP-COMM
-REPORT INDEX --> K.LINUX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- RECIPIENT-> DISCL01
TR-> 8      TP-> 373819 TL-> 17514184
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIPTION-----NOTEPAD HEADER-----
***** TOP OF DIRECTORY *****
A DTHR04      LR03      100124 08.56  103124  60578 2837876 1 2 MERGED DETAIL
A DTHR04      LR03      100124 09.04  103124  60578 2837876 0 4 MERGED DETAIL
A DTHR04      LR03      100124 09.11  103124    6    217  0 10 MERGED DETAIL
A DTHR04      BXF3      123124 22.21  013025  73095 3426340 0 0 EXP DETAIL BY DIV THEN FUND
A DTHR04      BXF3      013125 22.48  030225  59214 2774309 0 4 EXP DETAIL BY DIV THEN FUND
A DTHR04      BXF3      022825 22.42  033025  60191 2819237 0 0 EXP DETAIL BY DIV THEN FUND
A DTHR04      BXF3      033125 22.58  043025  60157 2818329 0 0 EXP DETAIL BY DIV THEN FUND
NOTEPAD      N ***** 041525 13.46  042225    0    0  0 0 NOTEPAD
***** END OF DIRECTORY *****
```

1012.2 Attaching a Notepad in Directory View

The user has the option to attach a notepad while in Directory View.

To attach a notepad while in Directory View:

1. Position the cursor in the **ACTION** column in front of the desired report.
2. In the **ACTION** column, input **N**.

Directory View (example adding a notepad)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL01  TR-> 39      TP-> 771      TL-> 37161
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES-----LINES-NE-ND-REPO
DPRR07                LR40 08/06/2013 08.57 09/05/13      2       41 0 1 PROP
DMAR061                LR31 08/06/2013 08.57 09/05/13      1       21 0 0 SOAB
N  DMAR061                LR31 08/06/2013 08.57 09/05/13      2       41 0 2 SOAB
DMAR055                LR30 08/06/2013 08.58 09/05/13      1       21 0 0 SOAB
DMAR055                LR30 08/06/2013 08.58 09/05/13     11      199 0 8 SOAB
DENR03                 LR23 08/06/2013 08.59 09/05/13      1       21 0 0 LIST
DENR03                 LR23 08/06/2013 08.59 09/05/13      4       94 0 3 LIST
DRVL01                 LR26 08/06/2013 09.00 09/05/13      1       21 0 0 UNRE
DRVL01                 LR26 08/06/2013 09.00 09/05/13      1        6 0 1 UNRE
DCCR01                 LR25 08/06/2013 09.00 09/05/13      1       21 0 0 NON
DCCR01                 LR25 08/06/2013 09.00 09/05/13      1        6 0 0 NON
DAILY DETAIL          LR32 08/09/2013 16.53 09/08/13      1       21 0 2 DAIL
    
```

3. Press **Enter**. The system will display the Notepad Header Screen.

Notepad Header Screen

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR061      FORM-> LR31      LINES-> 41      PAGES-> 2
NOTEPAD HEADER -> -----
    
```

4. Press **Tab** once to position the cursor in the **NOTEPAD HEADER** field.
5. In the **NOTEPAD HEADER** field, input a header.
6. Press **Tab** to move the cursor to the next line.
7. In the comment area, input a comment.
8. Press **Enter**. The system will save the notepad.
9. Press **F3** to return to the Directory View.

1012.3 Creating a Reportless Notepad

Notepads can be created without being attached to a specific report. Reportless notepads will be displayed in the **REPORT NAME** column.

To create a reportless notepad from the Directory View:

1. In the **COMMAND** field, input **N**.

Directory View (with sample input to create reportless notepad)

```
PF 1/13 HELP-COMMAND ==> N
-REPORT INDEX --> RINDX   RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL01  TR-> 39   TP-> 771   TL-> 37161
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES-----LINES-NE-ND-
DMAR061                LR31 08/06/2013 08.57 09/05/13      2      41 0 2
DMAR055                LR30 08/06/2013 08.58 09/05/13      1      21 0 0
DMAR055                LR30 08/06/2013 08.58 09/05/13     11     199 0 8
DENR03                 LR23 08/06/2013 08.59 09/05/13      1      21 0 0
DENR03                 LR23 08/06/2013 08.59 09/05/13      4      94 0 3
DRVL01                 LR26 08/06/2013 09.00 09/05/13      1      21 0 0
DRVL01                 LR26 08/06/2013 09.00 09/05/13      1       6 0 1
DCCR01                 LR25 08/06/2013 09.00 09/05/13      1      21 0 0
DCCR01                 LR25 08/06/2013 09.00 09/05/13      1       6 0 0
```

2. Press **Enter**. The system will display the Notepad Header Screen.

Notepad Header Screen

```
PF 1/13 HELP-COMMAND ==>
NAME -> NOTEPAD      RET. PERIOD -> 7      DAY(S)      EXPDT. -> 08/23/2013
NOTEPAD HEADER -> -----
```

3. The **NAME** field will default to **NOTEPAD**. The user can input a new name in this field (up to 16 characters).
4. The **RETENTION PERIOD** field will default to **7**. If a different time period is to be assigned, input the number of days the notepad will be available by typing over the current input.
5. Press **Tab**.
6. In the comment area, input a comment.

Notepad Header Screen (example of a completed Notepad Header Screen)

```
PF 1/13 HELP-COMMAND ==>
NAME -> REMINDER-PRINT RET. PERIOD -> 14 DAY(S) EXPDT. -> 08/23/2013
NOTEPAD HEADER -> PRINT TUESDAY
PRINT THIS REPORT ON TUESDAY AND SEND COPY TO DIVISION DIRECTOR
```

7. Press **Enter**.
8. Press **F3** to return to the Directory View. The system will display the new notepad header in the **REPORT NAME** column.

Directory View (with example Notepad Header displayed)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- RECIPIENT-> DISCLO1 TR-> 40 TP-> 771 TL-> 37161
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIPTION-----NOTEPAD HEADER-----
DPRR07 LR40 08/06/2013 08.57 09/05/13 1 21 0 0 PROPERTY MASTER
DPRR07 LR40 08/06/2013 08.57 09/05/13 2 41 0 1 PROPERTY MASTER
DMAR061 LR31 08/06/2013 08.57 09/05/13 1 21 0 0 SOAB BY ORG
DMAR061 LR31 08/06/2013 08.57 09/05/13 2 41 0 2 SOAB BY ORG CHECK CAT 001800
DMAR055 LR30 08/06/2013 08.58 09/05/13 1 21 0 0 SOAB LEVEL 5
DMAR055 LR30 08/06/2013 08.58 09/05/13 11 199 0 8 SOAB LEVEL 5 VIRTUAL KEY REMIND
DENR03 LR23 08/06/2013 08.59 09/05/13 1 21 0 0 LIST OF OUTSTANDING ENCUMBRANCES
DENR03 LR23 08/06/2013 08.59 09/05/13 4 94 0 3 LIST OF OUTSTANDING ENCUMBRANCES
DRVL01 LR26 08/06/2013 09.00 09/05/13 1 21 0 0 UNREIMBURSED REVOLVING FUND
DRVL01 LR26 08/06/2013 09.00 09/05/13 1 6 0 1 UNREIMBURSED REVOLVING FUND
DCCR01 LR25 08/06/2013 09.00 09/05/13 1 21 0 0 NON CLEARED CLEARING FUND
DCCR01 LR25 08/06/2013 09.00 09/05/13 1 6 0 0 NON CLEARED CLEARING FUND
DAILY DETAIL LR32 08/09/2013 16.53 09/08/13 1 21 0 2 DAILY DETAIL FROM PRIOR DAY
DAILY DETAIL LR32 08/09/2013 16.53 09/08/13 1 8 0 3 DAILY DETAIL FROM PRIOR DAY
DPRR07 LR40 08/15/2013 09.11 09/14/13 1 21 0 0 PROPERTY MASTER
DPRR07 LR40 08/15/2013 09.11 09/14/13 2 41 0 3 PROPERTY MASTER
DPRR08 LR33 08/15/2013 09.12 09/14/13 1 21 0 0 PROPERTY PENDING FILE
DPRR08 LR33 08/15/2013 09.12 09/14/13 1 6 0 4 PROPERTY PENDING FILE
REMINDER-PRINT N **** 08/16/2013 11.57 08/30/13 0 0 0 0 NOTEPAD PRINT TUESDAY
***** END OF DIRECTORY *****
```

To access a notepad to view the contents:

1. In the Action (**A**) column, input **N** or **S**.
2. Press **Enter**.

Directory View (with example data input to access notepad)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- RECIPIENT->DISCL01 TR-> 40 TP-> 771 TL-> 37161
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT
DPRR07                LR40 08/06/2013 08.57 09/05/13      2         41 0 1 PROPERT
DMAR061                LR31 08/06/2013 08.57 09/05/13      1         21 0 0 SOAB BY
DMAR061                LR31 08/06/2013 08.57 09/05/13      2         41 0 2 SOAB BY
DMAR055                LR30 08/06/2013 08.58 09/05/13      1         21 0 0 SOAB LE
DMAR055                LR30 08/06/2013 08.58 09/05/13     11        199 0 8 SOAB LE
DENR03                 LR23 08/06/2013 08.59 09/05/13      1         21 0 0 LIST OF
DENR03                 LR23 08/06/2013 08.59 09/05/13      4         94 0 3 LIST OF
DRVL01                 LR26 08/06/2013 09.00 09/05/13      1         21 0 0 UNREIMB
DRVL01                 LR26 08/06/2013 09.00 09/05/13      1          6 0 1 UNREIMB
DCCR01                 LR25 08/06/2013 09.00 09/05/13      1         21 0 0 NON CLE
DCCR01                 LR25 08/06/2013 09.00 09/05/13      1          6 0 0 NON CLE
DAILY DETAIL           LR32 08/09/2013 16.53 09/08/13      1         21 0 2 DAILY D
DAILY DETAIL           LR32 08/09/2013 16.53 09/08/13      1          8 0 3 DAILY D
DPRR07                 LR40 08/15/2013 09.11 09/14/13      1         21 0 0 PROPERT
DPRR07                 LR40 08/15/2013 09.11 09/14/13      2         41 0 3 PROPERT
DPRR08                 LR33 08/15/2013 09.12 09/14/13      1         21 0 0 PROPERT
DPRR08                 LR33 08/15/2013 09.12 09/14/13      1          6 0 4 PROPERT
REMINDER-PRINT        N **** 08/16/2013 11.57 08/30/13      0          0 0 0 NOTEPAD
***** END OF DIRECTORY *****

```

The Notepad Header Screen will display. The user may view or change the information.

Notepad Header Screen

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> REMINDER-PRINT FORM-> **** LINES-> 0 PAGES-> 0
NOTEPAD HEADER -> PRINT TUESDAY -----
PRINT THIS REPORT ON TUESDAY AND SEND COPY TO DIVISION DIRECTOR

```

3. Press **F3** to return to the Report Directory.

1012.4 Modifying a Notepad

A notepad can be changed if necessary.

To modify a notepad:

1. a. From the Displayed Report View, in the **COMMAND** field, input **N**; **OR**
b. From the Directory View, in the Action (**A**) column of the desired report, input **N**.
2. Press **Enter**.
3. Make the desired changes to the header or comments.
4. Press **Enter**.
5. Press **F3** to return to the Display or Directory View.

1012.5 Deleting a Notepad

If a notepad is no longer needed, it can be deleted.

To delete a notepad:

1. a. From the Displayed Report View, in the **COMMAND** field, input **N**; **OR**
b. From the Directory View, in the Action (**A**) column of the desired report, input **N**.
2. Press **Enter**. The system will display the Notepad Screen.
3. In the **COMMAND** field, input **D**.
4. Press **Enter**.
5. To confirm the deletion, in the **COMMAND** field input **Y** or **YES**.
6. Press **Enter**.
7. Press **F3** to return to the Display or Directory View.

1013 Printing

Once a report is in RDS, the user may:

- Print a paper copy of the report to a local printer.
- Print the entire report, or just parts of it.
- Make the print request from the Report Directory or Displayed Report View.

Archived reports must be restored before they can be printed.

1013.1 Printing the Entire Report

The user may print a report from the Report Directory without viewing the report. If the print request is made from the Report Directory, the entire report will print to the printer indicated in the recipient's profile.

To print from the Report Directory:

1. In the Action (**A**) column of the Report Directory next to the desired report, input **P**.

Directory View (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- RECIPIENT-> DISCLO1 TR-> 40   TP-> 771   TL-> 37161
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT
DMAR061                LR31 08/06/2013 08.57 09/05/13      2      41 0 6 SOAB B
DMAR055                LR30 08/06/2013 08.58 09/05/13      1      21 0 0 SOAB L
P DMAR055                LR30 08/06/2013 08.58 09/05/13     11     199 0 8 SOAB L
DENR03                 LR23 08/06/2013 08.59 09/05/13      1      21 0 0 LIST C
DENR03                 LR23 08/06/2013 08.59 09/05/13      4      94 0 3 LIST C
DRVL01                 LR26 08/06/2013 09.00 09/05/13      1      21 0 0 UNREIN
DRVL01                 LR26 08/06/2013 09.00 09/05/13      1       6 0 1 UNREIN
DCCR01                 LR25 08/06/2013 09.00 09/05/13      1      21 0 0 NON CL
DCCR01                 LR25 08/06/2013 09.00 09/05/13      1       6 0 0 NON CL
DAILY DETAIL           LR32 08/09/2013 16.53 09/08/13      1      21 0 2 DAILY
DAILY DETAIL           LR32 08/09/2013 16.53 09/08/13      1       8 0 3 DAILY
```

2. Press **Enter**. FLAIR will display the Report Extract Confirmation Screen. The print request must be confirmed to be completed.
3. In the **COMMAND** field, input **Y**.

Report Extract Confirmation Screen (confirming the print request)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT EXTRACT CONFIRMATION- RECIPIENT-> DISCL01
      TO BE EXTRACTED :  LINES-> 199          PAGES-> 11

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

REPORT OWNER-> DISCL01

REPORT NAME -> DMAR055          EXTD-> NO      FORM NAME      ---> LR30
DESCRIPTION -> SOAB LEVEL 5      EXPIRATION DATE --> 09/05/2013
NOTEPAD HDR -> VIRTUAL KEY REMINDER NPAD-> YES  TABLE OF CONTENTS-> NONE
TYPE/STATUS -> PRE-ARCH

LINES / PAGES -> 199          / 11
CREATION DATE -> 08/06/2013 (13218) 08.58.17  JOBNAME/ID -> NAC2940 / JOB08878
ARCHIVAL DATE -> 08/06/2013 (13218)          ARCHIVE EXP-> 11/03/2016 AG-> 1

LAST DISPLAY --> 08/16/2013 (13228) 11.29.55  DISP NUMBER-> 8
LAST EXTRACT --> NONE                      EXTR NUMBER-> 0
RECORDED ON  --> D.SYP.RSD.PROD.SPOOL3

```

4. Press **Enter**. The system will provide the job name and job ID for the requested print.
5. In the **COMMAND** field, input **Y** to confirm.

Print Extract Result Screen (extraction request confirmation)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-      RECIPIENT-> DISCL01

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

      JOB NAME      ---> CLS0000  JOBID  ---> JOB09769

SUBMITTED AT : 14.43.10  08/16/13 (13228)  TO SERVICE EXTRACT REQUEST.

```

6. Press **Enter**. The system will display the Report Directory.

1013.2 Printing from a Displayed Report

The user may print a report while viewing the report. This print request will print the entire report to the FLAIR printed indicated in the user's profile.

To print from the Display View:

1. In the **COMMAND** field, input **P**.

Display View (example print request)

```

PF 1/13 HELP-COMMAND ==> P
REPORT NAME-> DMAR061      FORM-> LR31      LINES-> 41      PAGES-> 2
S.F.      22      S.P.      01      S -> 001      E -> 132      L 0000000001 P 000000001
-----
                ---- TOP OF REPORT ----
DMAR061-17 AS OF 07/30/13                85000000000
                SCHEDULE OF ALLOTMENT BALANCES BY ORGANIZATION
                LEVEL 1 SUMMARY
                JULY 30, 2013
85 FLAIR EDUCATION
OBJECT DESCRIPTION                ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-YTD
001800 FEES ART V                0.00            30.00-                30.00-
-----
** APPRO 001800 TOTAL                0.00            30.00-                30.00-
-----
000000 NO TITLE                4,000,000.00      0.00                0.00
221000 TELEPHONE                0.00            1,772.25-            1,772.25-
225000 POSTAGE                0.00            4,020.00            4,020.00
230000 PRT&REPROD                0.00            3.00-                3.00-
261000 I/S OTHER                0.00            3,024.50-            3,024.50-
279000 OTHER                0.00            12,231.20-            12,231.20-
    
```

2. Press **Enter**. The system will display Report Extract Confirmation Screen. The print request must be confirmed to be completed.
3. In the **COMMAND** field, input **Y**.

Report Extract Confirmation Screen (example print request confirmation)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT EXTRACT CONFIRMATION- RECIPIENT-> DISCL01
                TO BE EXTRACTED : LINES-> 41                PAGES-> 2

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

REPORT OWNER-> DISCL01

REPORT NAME -> DMAR061                EXTD-> NO      FORM NAME      ----> LR31
DESCRIPTION -> SOAB BY ORG                EXPIRATION DATE --> 09/05/2013
NOTEPAD HDR -> CHECK CAT 100777      NPAD-> YES    TABLE OF CONTENTS-> NONE
TYPE/STATUS -> PRE-ARCH

LINES / PAGES -> 41 / 2
CREATION DATE -> 08/06/2013 (13218) 08.57.59      JOBNAME/ID -> NAC2940 / JOB08871
ARCHIVAL DATE -> 08/06/2013 (13218)      ARCHIVE EXP-> 11/03/2016 AG-> 1

LAST DISPLAY --> 08/16/2013 (13228) 15.06.18      DISP NUMBER-> 7
LAST EXTRACT --> NONE                EXTR NUMBER-> 0
RECORDED ON --> D.SYP.RSD.PROD.SPOOL3
    
```

4. Press **Enter**. The system will display the job name and job ID for the requested print.
5. In the **COMMAND** field, input **Y** to confirm.

Print Extract Result Screen (job name and ID are provided and the request is complete)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-     RECIPIENT-> DISCL01

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

JOB NAME      ---> CLS0000   JOBID   ---> JOB01314

SUBMITTED AT : 15.33.00  08/16/13 (13228)   TO SERVICE EXTRACT REQUEST.

```

6. Press **Enter**. FLAIR will display the Report Directory.

1013.3 Extract Printing

The Extract function is used to print to a FLAIR printer other than the printer assigned in the RDS profile. This command is the only way to change the printer destination. A recipient may use the Extract function from the Report Directory or from the Display View.

Note: For a list of valid FLAIR printers, contact the agency's RDS Administrator.

1013.3.1 Extract Printing from the Report Directory

While in the Report Directory View, the user may request that a report be printed to a different FLAIR printer by using the Extract function. This will send the report to a different printer than assigned in the user's profile.

To use the Extract function while in Report Directory View:

1. In the Action (**A**) column, input **E**.

Report Directory View (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- RECIPIENT->DISCLO1 TR-> 40 TP-> 771 TL-> 37161
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT
    DMAR061          LR31 08/06/2013 08.57 09/05/13      2      41 1 7 SOAB BY
    DMAR055          LR30 08/06/2013 08.58 09/05/13      1      21 0 0 SOAB LE
    DMAR055          LR30 08/06/2013 08.58 09/05/13     11     199 3 9 SOAB LE
    DENR03           LR23 08/06/2013 08.59 09/05/13      1      21 0 0 LIST OF
    E DENR03           LR23 08/06/2013 08.59 09/05/13      4      94 0 3 LIST OF
    DRVL01           LR26 08/06/2013 09.00 09/05/13      1      21 0 0 UNREIMB
    DRVL01           LR26 08/06/2013 09.00 09/05/13      1       6 0 1 UNREIMB
    DCCR01           LR25 08/06/2013 09.00 09/05/13      1      21 0 0 NON CLER
    DCCR01           LR25 08/06/2013 09.00 09/05/13      1       6 0 0 NON CLER
    DAILY DETAIL     LR32 08/09/2013 16.53 09/08/13      1      21 0 2 DAILY D
    
```

2. Press **Enter**. FLAIR will display the Single Extract Menu Screen One.

Single Extract Menu Screen One

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (1) RECIPIENT->DISCLO1
REPORT NAME -> DENR03          TOTAL PAGES-> 4          TOTAL LINES-> 94

TECHNIQUE          ==> P <----- P(SYSTEM)/Q(D. QUEUING)/T(TRANSFER)

                                PAGE FORMAT ==>
                                OUTPUT LIMIT ==>

- FOR SYSTEM PRINT ONLY-
JCL MODEL USED     ==> WERDJCOO DATA SET OUTPUT ==> N <- Y/N/F

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

3. Press **F8** to continue to the next screen.
4. In the **DEST** field, the user may indicate any valid FLAIR printer.
5. In the **COMMAND** field, input **Y** to confirm.

Single Extract Menu Screen Two (with example data input)

```

PF 1/13 HELP -COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (2)  RECIPIENT->DISCL01
REPORT NAME -> DENR03      TOTAL PAGES-> 4      TOTAL LINES-> 94
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME      ==> CLS0000    CLASS ==> Q      MSGCLASS    ==> D
NOTIFY       ==>          ROOM  ==>
ACCOUNTING   ==> (B0100,134)
PGMR NAME    ==> 'CLS'
DEST         ==> FLAIRPRT  FORM  ==> STD   OUTPUT CLASS ==> A  FCB ==>
WRITER NAME  ==>          COPIES ==>          UCS ==>
OUTPUT REFERENCES ==> / / / /
PRINT FORMAT (REP/SEP) ==> / / / /
HEADER LINES
1 ==> *****
2 ==> CLASSROOM RDS MANAGER
3 ==>
4 ==>
5 ==> *****
SEPARATOR NUMBER
USER (TOP/BOT) ==> 1 / 0
REPORT (TOP/BOT) ==> 0 / 0
WITH PACKET INDEX ==> Y
DELETE AFTER EXTRACT ==> N
LASER PRINTER -----> NONE
    
```

6. Press **Enter**. The system will display the job name and job ID for the request.
7. In the **COMMAND** field, input **Y** to confirm.

Print Extract Result Screen (job name and job ID are provided and the request is complete)

```

PF 1/13 HELP -COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-    RECIPIENT-> DISCL01

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

JOB NAME      ---> CLS0000    JOBID  ---> JOB01912

SUBMITTED AT : 16.27.05  08/16/13 (13228)    TO SERVICE EXTRACT REQUEST.
    
```

8. Press **Enter**. FLAIR will display the Report Directory.

1013.3.2 Extract Printing from a Displayed Report

While viewing a report, the user may request that a report be printed to a different FLAIR printer by using the Extract function. This will send the report to a different printer than that assigned in the recipient's profile.

To use the extract function while viewing a report:

1. In the **COMMAND** field, input **E**.

Display View (example using the Extract function while viewing a report)

```

PF 1/13 HELP-COMMAND ==> E
REPORT NAME-> DMAR055      FORM-> LR30      LINES-> 199      PAGES-> 11
S.F.      22      S.P.      01      S -> 001      E -> 132      L 0000000001 P 000000001
-----
                        ---- TOP OF REPORT ----
DMAR055-18 AS OF 07/30/13                                85000000000
                                                           SCHEDULE OF ALLOTMENT BALANCES BY FUND
                                                           LEVEL 5 SUMMARY
                                                           JULY 30, 2013

85 FLAIR EDUCATION
8500 FLAIR EDUCATION
80 9 111111 FUND NOT ON FILE
00000000 00 BE IBI NOT ON TITLE FILE
8500 00 00 000 FLAIR EDUCATION
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-YTD
000000                      0.00            550.00-              550.00-
-----
** APPRO 060000 TOTAL          0.00            550.00-              550.00-
-----
*** ORG LEVEL TOTAL            0.00            550.00-              550.00-
=====

```

2. Press **Enter**. FLAIR will display the Single Extract Menu Screen One.

Single Extract Menu - Screen One

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (1)  RECIPIENT->DISCL01
REPORT NAME -> DMAR055      TOTAL PAGES-> 11      TOTAL LINES-> 199

TECHNIQUE          ==> P <----- P(SYSTEM)/Q(D. QUEUING)/T(TRANSFER)

                        PAGE FORMAT ==>
                        OUTPUT LIMIT ==>

- FOR SYSTEM PRINT ONLY-
JCL MODEL USED     ==> WERDJCO0  DATA SET OUTPUT      ==> N <- Y/N/F

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

```

3. Press **F8** to continue to the next screen.
4. In the **DEST** field, the user may indicate any valid FLAIR printer.
5. In the **COMMAND** field, input **Y** to confirm.

Single Extract Menu - Screen Two (with example data input)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (2)  RECIPIENT-> DISCL01
  REPORT NAME -> DMAR055          TOTAL PAGES-> 11      TOTAL LINES-> 199
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
  Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME      ==> CLS0000      CLASS ==> Q      MSGCLASS      ==> D
NOTIFY       ==>              ROOM ==>
ACCOUNTING   ==> (B0100,134)
PGMR NAME    ==> 'CLS'
DEST         ==> FLAIRPRT    FORM ==> STD    OUTPUT CLASS ==> A  FCB ==>
WRITER NAME ==>              COPIES ==>              UCS ==>
OUTPUT REFERENCES ==> / / / /
PRINT FORMAT (REP/SEP) ==> / / / /
HEADER LINES
  1 ==> *****
  2 ==> CLASSROOM RDS MANAGER
  3 ==>
  4 ==>
  5 ==> *****
SEPARATOR NUMBER
  USER (TOP/BOT) ==> 1 / 0
  REPORT (TOP/BOT) ==> 0 / 0
  WITH PACKET INDEX ==> Y
  DELETE AFTER EXTRACT ==> N
LASER PRINTER -----> NONE
    
```

6. Press **Enter**. FLAIR will display the job name and job ID for the print request.
7. In the **COMMAND** field, input **Y** to confirm.

Print Extract Screen (job name and job ID are provided and the request is complete)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-  RECIPIENT-> DISCL01

      **** EXTRACTION REQUEST (VIA BATCH JOB) ****
      JOB NAME    ---> CLS0000  JOBID    ---> JOB02149

SUBMITTED AT : 16.50.05  08/16/13 (13228)  TO SERVICE EXTRACT REQUEST.
    
```

8. Press **Enter**. FLAIR will display the Report Directory.

1013.4 Partial Printing

Partial printing allows the user to print specific pages or a range of pages. To print a partial report, the user must be in Display View. Once a report is displayed, the user inputs **FROM (F)** and **TO (T)** commands to select the lines of the report to be printed.

While viewing a report:

1. In the **COMMAND** field, input **F**.
2. Move the cursor to the line in the report where the printing is to begin.

Display View (selecting the first line of the partial print)

```

PF 1/13 HELP-COMMAND ==> F
REPORT NAME-> DMAR055
S.F. 23 S.P. 01 FORM-> LR30 LINES-> 199 PAGES-> 11
S -> 001 E -> 132 L 0000000023 P 000000002
-----
85 FLAIR EDUCATION
8510 DIVISION 10
10 1 000001 FUND NOT ON FILE
85100000 00 OFFICE OF THE COMMISSIONER
8510 02 02 213 SUBSECTION 22213
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-YTD      ENCUMBR
261000 I/S OTHER              0.00            2,785.00-             2,785.00-
279000 OTHER                   0.00            2,355.59-             2,355.59-
** APPRO 040000 TOTAL          0.00            5,140.59-             5,140.59-
*** ORG LEVEL TOTAL            0.00            5,140.59-             5,140.59-
=====
DMAR055-18 AS OF 07/30/13 — BY FUND
-----
85 FLAIR EDUCATION
8510 DIVISION 10
20 2 010001 FUND NOT ON FILE
85100000 00 OFFICE OF THE COMMISSIONER
8510 01 01 211 ORGANIZATION NOT ON TITLE FILE
    
```

Move the cursor down to the line where the printing begins.

3. Press **Enter**. The system will display the **FNNNNN/** command in the left corner of the screen just under the dotted line. The **F** represents the **FROM** command. The number to the right of **F** indicates the line number where the user wants to begin the print job.

Display View (the first line of a partial print is identified)

```

PF 1/13 HELP-COMMAND ==> -
REPORT NAME-> DMAR055
S.F. 22 S.P. 01 FORM-> LR30 LINES-> 199 PAGES-> 11
S -> 001 E -> 132 L 0000000018 P 000000002
-----
F000000001/
DMAR055-18 AS OF 07/30/13
85000000000
SCHEDULE OF ALLOTMENT BALANCES BY FUND
LEVEL 5 SUMMARY
JULY 30, 2013
85 FLAIR EDUCATION
8510 DIVISION 10
10 1 000001 FUND NOT ON FILE
85100000 00 OFFICE OF THE COMMISSIONER
8510 02 02 213 SUBSECTION 22213
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-YTD      ENCUMBR
261000 I/S OTHER              0.00            2,785.00-             2,785.00-
279000 OTHER                   0.00            2,355.59-             2,355.59-
** APPRO 040000 TOTAL          0.00            5,140.59-             5,140.59-
*** ORG LEVEL TOTAL            0.00            5,140.59-             5,140.59-
=====
DMAR055-18 AS OF 07/30/13
85000000000
SCHEDULE OF ALLOTMENT BALANCES BY FUND
LEVEL 5 SUMMARY
    
```

4. Move to the page containing the last line of text that will be included in the partial print. This can be done by pressing **F8** until the desired page is displayed, or by using the Page or Line command in the **COMMAND** field.
Example: P15 will take the user to **Page 15**; **L299** will take the user to **Line 299**.
5. In the **COMMAND** field, input **T**.
6. Move the cursor to the last line to be printed.

Display View (example selecting the last line of the partial print)

```

PF 1/13 HELP-COMMAND ==> T
REPORT NAME-> DMAR055
S.F. 22 S.P. 01 FORM-> LR30 LINES-> 199 PAGES-> 11
S -> 001 E -> 132 L 0000000080 P 000000005
-----
F000000001/
JULY 30, 2013
85 FLAIR EDUCATION
8510 DIVISION 10
20 2 010001 FUND NOT ON FILE
85100000 00 OFFICE OF THE COMMISSIONER
8510 02 02 000 SECTION 12
OBJECT DESCRIPTION ALLOTMENTS EXPENDITURES-MTD EXPENDITURES-YTD ENCUMBRAN
225000 POSTAGE 0.00 20.00 20.00
** APPRO 040000 TOTAL 0.00 20.00 20.00
511000 BOOKS 0.00 12,500.00 12,500.00
** APPRO 060000 TOTAL 0.00 12,500.00 12,500.00
*** ORG LEVEL TOTAL 0.00 12,520.00 12,520.00
=====
DMAR055-18 AS OF 07/30/13 -
ANCES BY FUND
    
```

Move the cursor down to the line where the printing ends.

7. Press **Enter**. The **TNNNNN** is now displayed as part of the command at the top left corner of the screen (*see the following example*).
8. Verify the correct line numbers appear in the **FROM/TO LINES** field.
9. In the **COMMAND** field, input **E** to request an extract printing.

Display View (example requesting an extract printing with the beginning and ending lines specified)

```

PF 1/13 HELP-COMMAND ==> E
REPORT NAME-> DMAR055
S.F. 22 S.P. 01 FORM-> LR30 LINES-> 199 PAGES-> 11
S -> 001 E -> 132 L 0000000076 P 000000005
-----
F000000041/T000000076;
DMAR055-18 AS OF 07/30/13
85000000000
SCHEDULE OF ALLOTMENT BALANCES BY FUND
LEVEL 5 SUMMARY
JULY 30, 2013
85 FLAIR EDUCATION
8510 DIVISION 10
20 2 010001 FUND NOT ON FILE
85100000 00 OFFICE OF THE COMMISSIONER
8510 02 02 000 SECTION 12
OBJECT DESCRIPTION ALLOTMENTS EXPENDITURES-MTD EXPENDITURES-YTD ENCUMBRAN
225000 POSTAGE 0.00 20.00 20.00
** APPRO 040000 TOTAL 0.00 20.00 20.00
511000 BOOKS 0.00 12,500.00 12,500.00
** APPRO 060000 TOTAL 0.00 12,500.00 12,500.00
*** ORG LEVEL TOTAL 0.00 12,520.00 12,520.00
    
```

10. Press **Enter**. FLAIR will display the Single Extract Menu Screen One.

Print Extract Screen (job name and job ID are provided and the request is complete)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT- RECIPIENT->DISCL01

      **** EXTRACTION REQUEST (VIA BATCH JOB) ****
      JOB NAME      ---> CLS0000      JOBID      ---> JOB00387
SUBMITTED AT : 14.25.41 08/23/13 (13235) TO SERVICE EXTRACT REQUEST.

```

16. Press **Enter**. FLAIR will display the Report Directory.

Up to four print commands can be requested at one time using the partial printing instructions. The user will use the **FROM** and **TO** commands to request the pages to be printed. Once the pages are selected, use the Extract command (**E** in the **COMMAND** field) to complete the request.

1013.5 Canceling a Print Request

A user may need to cancel a print request. This may be done as long as the request has not been completed. From the Confirmation Screen, the user may choose to cancel the request instead of confirming.

To cancel a print request:

1. In the **COMMAND** field, input **C**, **CAN**, or **CANCEL**.

Confirmation Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> C
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (2)  RECIPIENT->DISCL01
REPORT NAME -> DMAR055      TOTAL PAGES->          TOTAL LINES-> 59
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME      ==> CLS0000     CLASS ==> Q      MSGCLASS ==> D
NOTIFY       ==>           ROOM  ==>
ACCOUNTING   ==> (B0100,134)
PGMR NAME    ==> 'CLS'      CLASS FOR LOG ==> *
DEST         ==> PDAA2271   FORM  ==> STD   OUTPUT CLASS ==> A  FCB ==>
WRITER NAME  ==>           COPIES ==>           UCS  ==>
OUTPUT REFERENCES ==>           /           /           /
PRINT FORMAT (REP/SEP) ==>           /           /           /
HEADER LINES
1 ==> *****
2 ==> CLASSROOM RDS MANAGER
3 ==>
4 ==>
5 ==> *****
SEPARATOR NUMBER
USER (TOP/BOT) ==> 1 / 0
REPORT (TOP/BOT) ==> 0 / 0
WITH PACKET INDEX ==> Y
DELETE AFTER EXTRACT ==> N
LASER PRINTER -----> NONE
    
```

2. Press **Enter**. The system will cancel the print request and display a confirmation that the Extract was cancelled.

Cancellation Confirmation

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-  RECIPIENT->DISCL01
***** EXTRACT CANCELLED *****
    
```

3. Press **Enter** to return to the Report Directory.