



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

**Reporting  
Chapter 900**

**Revised May 2015**



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## 900 FLAIR Reporting

### 901 Introduction

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

- RP Immediate Reports
- Recurring Reports

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

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

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

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

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

## 902 Reports Scheduling Mini Menu

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

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

1. In **TYPE** field, input **RP**.

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

MNMU			MENU			07/03/2014 15:12:36		
SEC	FC	DESCRIPTION	SEC	FC	DESCRIPTION	SEC	FC	DESCRIPTION
I	AB	AVAILABLE BAL.	U	AD	ACCOUNT DESC	U	AP	ACCTS PAYABLE
U	AR	ACCTS RECEIVABLE	U	BC	BUDGET CONTROL	U	CD	PURCHASING CARD
U	CF	REQ FOR CERT	U	CP	CASH RCPTS UTIL	U	CR	CASH RECEIPTS
U	DB	DISBURSEMENTS	U	DM	DIR/MANAGER FILE	U	EN	ENCB & ENCB CHG
U	EX	EXPANSION	U	FA	FA - ACCOUNTING	U	FC	FA - CUSTODIAL
U	GA	GEN ACCOUNTING	U	GI	GRANT INFO	U	PE	PERIOD END
U	PJ	PROJECT INFO	U	RC	AR CUSTOMER	U	RP	IMMEDIATE REPORTS
U	RP	RECURRING REPORTS	U	SC	STATE CFO FILES	U	TF	TRANSFERS
U	TG	TITLE - GRANTS	U	TI	TITLE - GENERAL	U	TJ	TITLE - PROJECTS
U	TP	TITLE - PROPERTY	U	VE	VENDOR-EMPLOYEE	U	VP	VOUCHER PRINT
A	VS	VENDOR-STATEWIDE						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC TYPE: RP SEL: -

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

*FLAIR Report Scheduling Mini Menu*

RPMU		FLAIR REPORT SCHEDULING MINI MENU		07/03/2014 15:14:13	
_ SCHEDULE/RUN IMMEDIATE REPORTS		SCHEDULE RECURRING REPORTS			
SCHEDULE TONIGHT ONLY REPORTS		INQUIRY/UPDATE REPORT SCHEDULE			
INQUIRE NUMBER OF BATCH TRANS		DAILY INPUT TOTALS- TR: DOC:			
RUN WAREHOUSE REPORTS					
THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:					
RDS FORM ID:		PRINTER DESTINATION:			
RUN BATCH PROP ERROR REPORT		REPORT OF JT RECEIPTS			
RUN BATCH TRANS ERROR REPORT -		SEL ORG:			
DAILY INPUT REPORT - TR:		USER ID:		SEL ORG: 85 XX XX XX XXX	
PDN:		TIME INPUT: :		GF: SF: FID: GRP:	
REPORT OF UPLOAD RECORDS - TR:		TYPE		SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT MAIN RFRSH					

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

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

Function	Description
<b>RUN BATCH TRANSACTIONS ERROR REPORT</b>	Produces a listing of all batch transactions detected as failing system transaction edits. This report prints at the user's remote printer when requested from a terminal designated for report processing.
<b>DAILY INPUT REPORT</b>	Provides a listing of transactions entered into the system on the current day. Requests can be made by transaction type and/or user identifier, organization code, GAAFR fund, state fund, fund identifier, and grouping character. This report prints at the user's remote printer when requested from a terminal designated for report processing.
<b>REPORT OF UPLOAD RECORDS</b>	Provides a listing of transactions uploaded onto the system from a personal computer file. Requests can be made by transaction type. This report prints at the user's remote printer when requested from a terminal designated for report processing.

## 903 Schedule/Run Immediate Reports

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

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

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

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

```

RPMU                                FLAIR REPORT SCHEDULING MINI MENU  07/03/2014  15:18:14
X  SCHEDULE/RUN IMMEDIATE REPORTS  _  SCHEDULE RECURRING REPORTS
SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS      DAILY INPUT TOTALS- TR:    DOC:
RUN WAREHOUSE REPORTS

THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
RDS FORM ID:                        PRINTER DESTINATION:
RUN BATCH PROP ERROR REPORT          REPORT OF JT RECEIPTS
RUN BATCH TRANS ERROR REPORT - SEL ORG:
DAILY INPUT REPORT - TR:            USER ID:            SEL ORG: 85 XX XX XX XXX
PDN:                                TIME INPUT:          :      GF:    SF:    FID:        GRP:
REPORT OF UPLOAD RECORDS - TR:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
  
```

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



**Scheduling/Running Immediate Reports Screen**

```

R03X                                07/03/2014 15:18:56
                                SCHEDULING / RUNNING IMMEDIATE REPORTS

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

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

ENTER PRIOR DATA 'AS OF DATE' FOR REPORT HEADING (MMDDYYYY):
COPIES      FORM      SYSOUT A  FCB      DEST
TEST RUN ONLY: NO

                DEPRESS ENTER TO RUN IMMEDIATE REPORT.

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

```

Scheduling/Running Immediate Reports Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>PROGRAM NAME</b>	Computer Report Program	Required. Enter the name of the computer program that produces the report. Example: DENR01 for an Encumbrance Report. (18A/N)
<b>RDS FORM</b>	RDS Form Number	Optional. Enter the RDS from number, if the report is being sent to the RDS. If this field is used, do not complete the <b>PRINTER DESTINATION</b> field and FLAIR edits will not accept both.  <b>Note:</b> See RDS Administrator prior to sending form names to RDS. (4A/N)
<b>ORGANIZATION SELECTION</b>	Organizational Level Selection	Required. The user's security clearance displays and the user may enter any organization level within their security clearance. The organization code entered determines what records will be included on the report.  <b>Example:</b> If the user selects of 85XXXXXXXXXX will include all records for Department 85. (11A/N)
<b>PARAMETER</b>	Report Parameters	Optional. Set parameters unique to the report (i.e., if a daily report is to be produced for a date other than the previous day, input the appropriate date in this field). (24A/N)

Field	Description	Required/Optional/Special Instructions
<b>LOGON</b>	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
<b>PASSWORD</b>	Agency Password	Required. Password assigned to agency for accessing the appropriate files. The password entered must be a valid password or the report will not be produced. (8A/N)
<b>DATA OPTIONS</b>	Report Time Period	Required. Valid input: <b>X</b> . Indicates the time period to be covered in the report. <ul style="list-style-type: none"> <li>• <b>PERIOD-TO-DATE</b> (any time period less than six weeks)</li> <li>• <b>PRIOR PERIOD</b></li> <li>• <b>MONTH-TO-DATE</b></li> <li>• <b>PRIOR MONTH</b></li> <li>• <b>PRIOR YEAR</b> (1A)</li> </ul>
<b>AS-OF-DATE FOR REPORT HEADING</b>	Report End Date	Required. If the selected data option is <b>PRIOR PERIOD</b> , <b>PRIOR MONTH</b> , or <b>PRIOR YEAR</b> . Input ending date for the report. (MMDDYYYY) (8N)
Printing Options		
<b>COPIES</b>	Number of Copies	Optional. If <b>RDS FORM</b> field used, only one copy is allowed. (2N)
<b>FORM</b>	RDS Form Number	Optional. Special RDS form number (see RDS Administrator). (4A/N)
<b>SYSOUT</b>	Print Class	Optional. (1A)
<b>FCB</b>	Forms Control Block	Optional. Instructions to the printer regarding form usage. (4A/N)
<b>DEST</b>	Printer Destination	Optional. FLAIR printer number if the <b>RDS FORM</b> field is not populated. (8A/N)
<b>TEST RUN ONLY</b>	Print Test Report	Optional. Used to send a test job to the printer per the user's request. Valid input: <ul style="list-style-type: none"> <li><b>Yes</b> - To print a test report</li> <li><b>No</b> - No test report needed (3A)</li> </ul>

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

## 904 Schedule Recurring Reports

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

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

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

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

```

RPMU                FLAIR REPORT SCHEDULING MINI MENU  07/03/2014  15:48:30
SCHEDULE/RUN IMMEDIATE REPORTS  X  SCHEDULE RECURRING REPORTS
_ SCHEDULE TONIGHT ONLY REPORTS  INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS  DAILY INPUT TOTALS- TR:   DOC:
RUN WAREHOUSE REPORTS
THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
RDS FORM ID:                PRINTER DESTINATION:
RUN BATCH PROP ERROR REPORT  REPORT OF JT RECEIPTS
RUN BATCH TRANS ERROR REPORT - SEL ORG:
DAILY INPUT REPORT - TR:     USER ID:     SEL ORG: 85 XX XX XX XXX
PDN:             TIME INPUT:  :           GF:   SF:   FID:       GRP:
REPORT OF UPLOAD RECORDS - TR:                                     TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                MAIN  RERSH
  
```

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





Field	Description	Required/Optional/Special Instructions
<b>PARAMETER</b>	Report Parameters	Optional. Set parameters unique to the report (i.e., if a daily report is to be produced for a date other than the previous day, input the appropriate date in this field). (24A/N)
<b>LOGON</b>	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
<b>DESCRIPTION</b>	Report Description	Optional. (20A/N)
<b>MICRO COPIES</b>	Number of Disc Copies	Optional. Number of disc copies ( <b>1- 9</b> ) requested if the report generated should be produced on a compact disc. (1N)
<b>CYCLE</b>	Report Cycle	Required. Valid input: <b>X</b> . Available cycles: <ul style="list-style-type: none"> <li>• <b>DAILY</b></li> <li>• <b>PERIODIC REPORTING</b></li> <li>• <b>MONTHLY CLOSING</b></li> <li>• <b>PRIOR PERIOD</b></li> <li>• <b>PRIOR MONTH</b></li> <li>• <b>PRIOR YEAR (1A)</b></li> </ul>
<b>AS-OF-DATE FOR REPORT HEADING</b>	Report End Date	Required. If the report cycle selected data option is <b>PRIOR MONTH</b> or <b>PRIOR YEAR</b> . Input ending date for the report. (MMDDYYYY) (8N)

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

## 905 Schedule Tonight Only Reports

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

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

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

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

```

RPMU                                FLAIR REPORT SCHEDULING MINI MENU  07/03/2014  15:50:10
SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
X SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS      DAILY INPUT TOTALS- TR:      DOC:
RUN WAREHOUSE REPORTS
THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
RDS FORM ID:                        PRINTER DESTINATION:
RUN BATCH PROP ERROR REPORT          REPORT OF JT RECEIPTS
RUN BATCH TRANS ERROR REPORT - SEL ORG:
DAILY INPUT REPORT - TR:      USER ID:      SEL ORG: 85 XX XX XX XXX
PDN:      TIME INPUT:      :      GF:      SF:      FID:      GRP:
REPORT OF UPLOAD RECORDS - TR:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH

```

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

**Scheduling Tonight Only Reports Screen**

```

R04X                                07/03/2014 15:51:42
                                SCHEDULING TONIGHT ONLY REPORTS

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

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

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

                                           TYPE      SEL

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

```

Scheduling Tonight Only Reports Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>PRIORITY CODE</b>	Report Priority Code	Optional. Leave the field <b>blank</b> (highest priority) or input an alpha character ( <b>A</b> is the next highest priority and <b>Z</b> is the lowest). This determines the order in which the reports run. The system defaults to <b>X</b> . (1A)
<b>PROGRAM NAME</b>	Report Program Name	Required. Name of computer program that produces the report. Example: DENR01 for an encumbrance report. (18A/N)
<b>RDS FORM</b>	RDS Form Number	Optional. RDS form number, if the report is being sent to RDS.  If input, the <b>PRINTER DESTINATION</b> field must be <b>blank</b> .  <b>Note:</b> See your RDS Administrator prior to sending form names to the RDS. (4A/N)
<b>ORGANIZATION SELECTION</b>	Security Clearance Level	Required. The user's security clearance displays and the user may enter any organization level within their security clearance. The organization code entered determines what records will be included on the report.  <b>Example:</b> If the user selects of <b>85XXXXXXXXXX</b> will include all records for Department 85. (11A/N)

Field	Description	Required/Optional/Special Instructions
<b>PARAMETER</b>	Report Parameters	Optional. Set parameters unique to the report (i.e., if a daily report is to be produced for a date other than the previous day, input the appropriate date in this field). (24A/N)
<b>LOGON</b>	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
<b>DESCRIPTION</b>	Report Description	Optional. (20A/N)
<b>MICRO COPIES</b>	Number of Disc Copies	Optional. Number of disc copies ( <b>1- 9</b> ) requested if the report generated should be produced on a compact disc. (1N)
<b>DATA OPTIONS</b>	Report Time Period	Required. Valid input: <b>X</b> . Available options: <ul style="list-style-type: none"> <li>• <b>DAILY</b></li> <li>• <b>PRIOR PERIOD</b></li> <li>• <b>PERIOD-TO-DATE</b></li> <li>• <b>PRIOR MONTH</b></li> <li>• <b>MONTH-TO-DATE</b></li> <li>• <b>PRIOR YEAR (1A)</b></li> </ul>
<b>AS-OF-DATE FOR REPORT HEADING</b>	Report End Date	Required. If the selected data option is prior period, prior month, or prior year. Input ending date for the report. (MMDDYYYY) (8N)

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

## 906 Inquire/Update Report Schedule

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

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

### 906.1 Report Schedule Inquiry

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

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

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

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

```

RPMU                FLAIR REPORT SCHEDULING MINI MENU  07/03/2014  15:54:42

  SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
  SCHEDULE TONIGHT ONLY REPORTS      X INQUIRY/UPDATE REPORT SCHEDULE
  _ INQUIRE NUMBER OF BATCH TRANS    DAILY INPUT TOTALS- TR:    DOC:
  RUN WAREHOUSE REPORTS

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

RUN BATCH PROP ERROR REPORT          REPORT OF JT RECEIPTS
RUN BATCH TRANS ERROR REPORT - SEL ORG:

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

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

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



***Inquiry/Update Report Schedule Screen***

R01X	INQUIRY / UPDATE REPORT SCHEDULE										07/03/14	15:53:14
REPORTING CYCLE												
T -- TONIGHT ONLY												
D -- DAILY												
P -- PERIODIC REPORTING												
M -- MONTHLY CLOSING												
Q -- QUARTERLY												
R -- RECURRING PRIOR PERIOD, MONTH OR YEAR												
ALL RECORDS												
										TYPE	SEL	
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---	
CONT	MINI	MAIN	RFRSH									

3. To the left of the appropriate reporting cycle schedule, input **X**. *See section s 904 Schedule Recurring Reports and 905 Schedule Tonight Only Reports.* Available options (user required to select one):
- T - TONIGHT ONLY
  - D - DAILY
  - P - PERIODIC REPORTING
  - M - MONTHLY CLOSING
  - Q - QUARTERLY
  - ALL RECORDS (will display all reports scheduled by the user's agency)

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

R01X	INQUIRY / UPDATE REPORT SCHEDULE										07/03/14	15:53:14
REPORTING CYCLE												
T -- TONIGHT ONLY												
D -- DAILY												
P -- PERIODIC REPORTING												
M -- MONTHLY CLOSING												
Q -- QUARTERLY												
R -- RECURRING PRIOR PERIOD, MONTH OR YEAR												
<div style="border: 1px solid red; padding: 2px;">X ALL RECORDS</div>												
										TYPE	SEL	
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---	
CONT	MINI	MAIN	RFRSH									

4. Press **Enter**. FLAIR will display the Report Schedule Multiple Inquiry Screen with up to 18 report schedules.

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

REPORT SCHEDULE MULTIPLE INQUIRY							
						07/11/2014	09:31:20
X	OLO	PROGRAM MONTH	RDS FORM PARAMETER	CYCLE	LOGON	COPY	PRIORITY
—	850000	DCFR03 06	LR03	1	N000STD	1	X
	850000	DENR03 06	LR02	1	N000STD	1	X
	850000	DENR03 06	LR02	1	N000STD	1	X
	850000	DENR03 06	LR02	1	N000STD	1	X
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MINI MAIN RFRSH TOP FWD							

Report Schedule Multiple Inquiry Screen fields:

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



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

- Press **Enter** or **F8** to page through the report schedule. When there are no further records, FLAIR will display the message, "**END OF DATA.**"

## 906.2 Report Schedule Update/Delete

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

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

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

### *Inquiry/Update Report Schedule Screen*

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

REPORTING CYCLE

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

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

- Press **Enter**. FLAIR will display the requested Report Schedule Multiple Inquiry Screen.

### 906.2.1 Update/Delete All Records Reporting Cycle

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

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

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

```

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

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

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

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

*Report Schedule Multiple Inquiry Screen*

```

REPORT SCHEDULE MULTIPLE INQUIRY    07/11/2014    09:31:20
X  OLO      PROGRAM      RDS FORM      CYCLE  LOGON      COPY  PRIORITY
   MONTH      PARAMETER
850000  DCFR03      LR03      1      N000STD      1      X
        06
850000  DENR03      LR02      1      N000STD      1      X
        06
850000  DENR03      LR02      1      N000STD      1      X
        06
850000  DENR03      LR02      1      N000STD      1      X
        06

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

3. In the selection field next to the report to be updated or deleted, input **X**.

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

REPORT SCHEDULE MULTIPLE INQUIRY							07/11/2014	09:31:20
X	OLO	PROGRAM MONTH	RDS FORM PARAMETER	CYCLE	LOGON	COPY	PRIORITY	
X	850000	DCFR03 06	LR03	1	N000STD	1	X	
X	850000	DENR03 06	LR02	1	N000STD	1	X	
X	850000	DENR03 06	LR02	1	N000STD	1	X	
X	850000	DENR03 06	LR02	1	N000STD	1	X	

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

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

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

UPDATE RECURRING REPORTS SCHEDULE		07/11/2014	09:35:47
DELETE			
PRIORITY CODE: X			
PROGRAM NAME: DCFR03			
RDS FORM: LR03			
PARAMETERS:			
LOGON: N000STD			
DESCRIPTION: DEPRECIATED SUMMARY			
CYCLE:	DAILY	MONTHLY CLOSING	
	WEEKLY	( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI )	
PAPER:	COPIES	01	FORM LR03

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

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

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

UPDATE RECURRING REPORTS SCHEDULE		07/11/2014 09:35:47
DELETE	D	
PRIORITY CODE:	X	
PROGRAM NAME:	DCFR03	
RDS FORM:	LR03	
PARAMETERS:		
LOGON:	N000STD	
DESCRIPTION:	DEPRECIATED SUMMARY	
CYCLE:	DAILY	MONTHLY CLOSING
WEEKLY	1	( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI )
PAPER:	COPIES	01 FORM LR03
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
MINI MAIN RFRSH CAN		

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

**906.2.2 Update/Delete Tonight Only Reporting Cycle**

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

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

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

INQUIRY / UPDATE REPORT SCHEDULE		07/11/14 13:24:37
REPORTING CYCLE		
X	T -- TONIGHT ONLY	
	D -- DAILY	
	P -- PERIODIC REPORTING	
	M -- MONTHLY CLOSING	
	Q -- QUARTERLY	
	R -- RECURRING PRIOR PERIOD, MONTH OR YEAR	
	ALL RECORDS	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT MINI MAIN RFRSH TYPE SEL		

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

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

R01F		REPORT SCHEDULE MULTIPLE INQUIRY							07/11/14 13:25:22	
X	SELECT ORG	PROGRAM	RDS FORM	CYC	LOGON	MFC	PC	DESCRIPTION		
	85XXXXXXXXXX	DENR03	LR02	T	N000STD		X	ENCUMBRANCE REPORT		
—										
TYPE SEL										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---										
CONT MINI MAIN RFRSH TOP FWD										

3. In the selection field next to the report to be updated or deleted, input **X**.

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

R01F		REPORT SCHEDULE MULTIPLE INQUIRY							07/11/14 13:25:22	
X	SELECT ORG	PROGRAM	RDS FORM	CYC	LOGON	MFC	PC	DESCRIPTION		
X	85XXXXXXXXXX	DENR03	LR02	T	N000STD		X	ENCUMBRANCE REPORT		
—										
TYPE SEL										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---										
CONT MINI MAIN RFRSH TOP FWD										

4. Press **Enter**. FLAIR will display the Update Tonight Only Reports Schedule Screen with the selected record.



**Update Tonight Only Reports Schedule Screen** (with example data retrieved)

```

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

DELETE

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

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

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

                                TYPE      SEL

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

```

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

**Update Tonight Only Reports Schedule** (with example data input)

```

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

DELETE D

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

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

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

                                TYPE      SEL

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

```

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

## 907 Inquire Number of Batch Transactions

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

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

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

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

```

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

  SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
  SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
  X INQUIRE NUMBER OF BATCH TRANS    DAILY INPUT TOTALS- TR:      DOC:
  RUN WAREHOUSE REPORTS

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

  RUN BATCH PROP ERROR REPORT          REPORT OF JT RECEIPTS
  RUN BATCH TRANS ERROR REPORT - SEL ORG:

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

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

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

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

```

RPB1                                BATCH TRANSACTIONS FOR ORGANIZATION 850000 07/14/2014 13:47:05

BATCH      DATE      COUNT      AMOUNT
  51        183         5        100.00

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

Batch Transactions for Organization Screen fields:

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



## 908 Daily Input Totals

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

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

### 908.1 Daily Input Totals by Transaction Type

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

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

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

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

```

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

SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS      X DAILY INPUT TOTALS- TR: 51 DOC: _
RUN WAREHOUSE REPORTS

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

RUN BATCH PROP ERROR REPORT          REPORT OF JT RECEIPTS
RUN BATCH TRANS ERROR REPORT - SEL ORG:

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

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

```

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

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

RPDI		07/11/2014 14:55:18
DAILY INPUT TOTALS		
TOTAL NUMBER OF RECORDS REQUESTED		3
TOTAL AMOUNT OF RECORDS REQUESTED		33.00
NEXT: TR <b>51</b> DOCUMENT NUMBER TYPE SEL Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- <b>MINI MAIN RFRSH</b>		

Daily Input Totals Screen fields:

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

## 908.2 Daily Input Totals by Document Type

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

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

1. In the selection field next to the **DAILY INPUT TOTALS** option, input **X**.
2. In the **DOC** (Document Number) field, input the document number to inquire on.

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

```

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

SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS      x DAILY INPUT TOTALS  TR:  DOC: VA00001
RUN WAREHOUSE REPORTS

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

RUN BATCH PROP ERROR REPORT          REPORT OF JT RECEIPTS
RUN BATCH TRANS ERROR REPORT - SEL ORG:

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

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

```

3. Press **Enter**. FLAIR will display the Daily Input Totals Screen with summary information about the transactions input in FLAIR during the current business day that were assigned to a specific agency document number.

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

```

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

TOTAL NUMBER OF RECORDS REQUESTED      1
TOTAL AMOUNT OF RECORDS REQUESTED      1.00

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

```

Daily Input Totals Screen fields:

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

## 909 Running Information Warehouse Reports

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

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

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

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

```

RPMU                                FLAIR REPORT SCHEDULING MINI MENU  07/11/2014  10:06:48

  SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
  SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
  INQUIRE NUMBER OF BATCH TRANS      DAILY INPUT TOTALS- TR:      DOC:
  X RUN WAREHOUSE REPORTS
  THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
  RDS FORM ID: _                     PRINTER DESTINATION:
  RUN BATCH PROP ERROR REPORT        REPORT OF JT RECEIPTS
  RUN BATCH TRANS ERROR REPORT - SEL ORG:
  DAILY INPUT REPORT - TR:          USER ID:          SEL ORG: 85 XX XX XX XXX
  PDN:                             TIME INPUT:        :      GF:      SF:      FID:      GRP:
  REPORT OF UPLOAD RECORDS - TR:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH

```

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

**Warehouse Batch Report Schedule Mini Menu**

07/21/2014 10:53:16	
WAREHOUSE BATCH REPORT SCHEDULE MINI MENU	
_ SCHEDULE/RUN IMMEDIATE REPORTS SCHEDULE RECURRING REPORTS INQUIRY/UPDATE REPORT SCHEDULE	
TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- CONT MINI MAIN RFRSH	

To schedule or modify scheduled reports:

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

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

07/21/2014 10:53:16	
WAREHOUSE BATCH REPORT SCHEDULE MINI MENU	
<div style="border: 2px solid red; padding: 2px; display: inline-block;">X</div>	SCHEDULE/RUN IMMEDIATE REPORTS SCHEDULE RECURRING REPORTS INQUIRY/UPDATE REPORT SCHEDULE
TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- CONT MINI MAIN RFRSH	

4. Press **Enter**. FLAIR will display the requested page.

## 909.1 Schedule/Run Immediate Warehouse Reports

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

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

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

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

```

                                07/21/2014  10:53:16
          WAREHOUSE BATCH REPORT SCHEDULE MINI MENU

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

                                          TYPE      SEL

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

```

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

*Scheduling/Running Immediate Reports Screen*

```

                                07/21/2014  10:53:16
          SCHEDULING / RUNNING IMMEDIATE REPORTS

          PROGRAM NAME:
          RDS FORM:
          PARAMETERS:
          LOGON:

          COPIES      FORM      SYSOUT _  DEST

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

                                          TYPE      SEL

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

```



Scheduling/Running Immediate Reports Screen fields:

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

3. Input the data necessary to schedule a report.

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

```

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

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

COPIES 1   FORM LR04  SYSOUT _   DEST FLAIRPRINTER

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

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

```

4. Press **Enter**. FLAIR will run the requested report and display the message, **"DAILY TRANSACTION REPORT HAS BEEN REQUESTED."**

## 909.2 Information Warehouse Schedule Recurring Reports

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

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

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

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

WAREHOUSE BATCH REPORT SCHEDULE MINI MENU		07/21/2014	11:15:59
SCHEDULE/RUN IMMEDIATE REPORTS			
<input checked="" type="checkbox"/>	SCHEDULE RECURRING REPORTS		
<input type="checkbox"/>	INQUIRY/UPDATE REPORT SCHEDULE		
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MINI MAIN RFRSH		

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

*Scheduling Recurring Reports Screen*

SCHEDULING RECURRING REPORTS		08/06/2014	13:14:07
PRIORITY CODE:			
PROGRAM NAME:			
RDS FORM:			
LOGON:			
PARAMETERS:			
DESCRIPTION:			
CYCLE:	DAILY	MONTHLY CLOSING	
	WEEKLY	(PLEASE ENTER THE NUMBER 1 OR 2 OR 3 OR 4 OR 5)	
		( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI)	
PAPER:	COPIES	FORM	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MINI MAIN RFRSH		CAN



## Scheduling Recurring Reports Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>PRIORITY CODE</b>	Report Priority	Optional. This determines the order in which the reports will be run. Leave the field <b>blank</b> (highest priority) or input an alpha character - <b>A</b> is the next highest priority - <b>Z</b> is the lowest. Default to <b>X</b> . (1A)
<b>PROGRAM NAME</b>	Computer Report Program	Required. (18A/N)
<b>RDS FORM</b>	RDS Form Number	Optional. If the report is being sent to RDS. If this field is used, do not complete the <b>PRINTER DESTINATION</b> field. <b>Note:</b> See your RDS Administrator prior to sending form names to RDS. (4A/N)
<b>LOGON</b>	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
<b>PARAMETERS</b>	Report Parameters	Optional. Used to set any parameters unique to the particular program (i.e., if a daily report is to be produced for a date other than the previous day enter the date desired in this field). (24A/N)
<b>DESCRIPTION</b>	Report Description	Optional. (20A/N)
<b>CYCLE</b>	Report Cycle	Required. When the report is to be generated. Valid input: <ul style="list-style-type: none"> <li>• <b>DAILY</b> (input <b>X</b>)</li> <li>• <b>MONTHLY CLOSING</b> (input <b>X</b>)</li> <li>• <b>WEEKLY</b> (input <b>1 - 5</b>) (1A/N)</li> </ul>
<b>COPIES</b>	Number of Copies	Required. If the <b>RDS FORM</b> field was used, only one copy is allowed. Maximum number of four copies per report. (2N)
<b>FORM</b>	RDS Form Number	Optional. Special RDS form number ( <i>see RDS Administrator</i> ). (4A/N)

3. Input the necessary data to schedule a report.

**Scheduling Recurring Reports Screen** (with example data input)

08/06/2014 13:14:07

SCHEDULING RECURRING REPORTS

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

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

PAPER: COPIES **01** FORM **LR04**

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

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

**Example Report: Recurring Reports- Encumbrance Report Example**

DENRO3-13 AS OF 08/06/14				85000000000				DATE RUN 08/06/14			
				OUTSTANDING ENCUMBRANCES BY NUMBER				PAGE 1			
				August 6, 2014							
85 DEPARTMENT OF THE TREASURY											
8510 DIVISION OF ADMINISTRATION											
10 1 000001 GENERAL REVENUE FUND											
85100000 00 DIV. OF ADMIN. - FLAIR CLASS											
ENC NO	VENDOR NO			VENDOR NAME				QTY	OCA	GRT	STATE PROGRAM
LINE EO	L3L5	O E DATE	AMT	CAT	CFI	NCPI	OBJ	DESC			
E10											
0001	00	0202213 09/05/2007	37,500.00	010000				110000 SALARIES			1112110000-000000
E19											
0001	00	0202213 09/29/2007	4,045.00	040000				A & D OFFICE SUPPLY			1112110000-000000
								380000 OFFICE SUPPLIES			
E20											
0001	00	0202213 09/03/2007	16.54	040000				ACE OFFICE SUPPLY			1112110000-000000
								380000 PADS			
E22											
0001	00	0202213 09/29/2007	43.72	040000				USA TELEPHONE AND TELEGRAPH CO			1112110000-000000
								221000 TELEPHONE			
E500											
0001	00	0202213 09/30/2007	15,000.00	040000				FLORIDA POWER & LIGHT CO			1112110000-000000
								271000 UTILITIES			
0002	00	0101214 09/30/2007	15,000.00	040000				271000 UTILITIES			1112110000-000000
**** ENC TOTAL			30,000.00								
***** FUND TOTAL			409,105.26								

### 909.3 Information Warehouse Inquire/Update Report Schedule

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

To access the **INQUIRY/UPDATE REPORT SCHEDULE** option from the Warehouse Batch Report Mini Menu:

1. In the selection field next to the **INQUIRY/UPDATE REPORT SCHEDULE** option, input **X**.

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

```

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

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

                                                    TYPE _  SEL

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

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

*Inquiry/Update Report Schedule Screen*

```

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

      REPORTING CYCLE

      DAILY

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

      MONTHLY CLOSING

      ALL RECORDS

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

3. In the selection field next to the report schedule to be inquired upon or modified, input **X**.  
Schedule options:
- **DAILY**
  - **WEEKLY** (input 1, 2, 3, 4, or 5)
  - **MONTHLY CLOSING**
  - **ALL RECORDS**

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

INQUIRY/UPDATE REPORT SCHEDULE		08/13/2014 12:09:36
REPORTING CYCLE		
DAILY		
WEEKLY (PLEASE ENTER THE NUMBER 1,2,3,4 OR 5) ( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI)		
MONTHLY CLOSING		
<b>X ALL RECORDS</b>		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
CONT	MINI	MAIN RFRSH

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

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

REPORT SCHEDULE MULTIPLE INQUIRY							07/11/2014 10:09:28
X	OLO	PROGRAM MONTH	RDS FORM PARAMETER	CYCLE	LOGON	COPY	PRIORITY
	850000	DENRO3 06	LR02	D	N000STD	1	X
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
CONT	MINI	MAIN	RFRSH	TOP	FWD		

Report Schedule Multiple Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>X</b>	Selection	Optional. Valid input: <b>X</b> . To update or delete report. <i>See section 906.2 Reports Schedule Update/Delete for update instructions.</i> (1A)
<b>OLO</b>	Operating Level Organization	Retrieved. Agency identifier. (6N)
<b>PROGRAM</b>	FLAIR Report Program Name	Retrieved. Computer program that produces the report. (18A/N)
<b>RDS FORM</b>	RDS Form Number	Retrieved. RDS form number of the report being sent to the RDS. (4A/N)
<b>CYCLE</b>	Report Cycle	Required. When the report is to be generated. Valid input: <ul style="list-style-type: none"> <li>• <b>DAILY</b> (input <b>X</b>)</li> <li>• <b>MONTHLY CLOSING</b> (input <b>X</b>)</li> <li>• <b>WEEKLY</b> (input <b>1 - 5</b>) (1A/N)</li> </ul>
<b>LOGON</b>	Agency Logon	Retrieved. (8A/N)
<b>COPY</b>	Paper Copies	Retrieved. Number of copies requested. (1N)
<b>PC</b>	Priority Code	Optional. This determines the order in which the reports will be run. Leave the field <b>blank</b> (highest priority) or input an alpha character - <b>A</b> is the next highest priority - <b>Z</b> is the lowest. Default to <b>X</b> . (1A)
<b>MONTH</b>	Report Month	Retrieved. Monthly closing date. (2N)
<b>DESCRIPTION</b>	Report Description	Retrieved. (20A/N)

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

To make changes to a scheduled report:

6. In the **X** (selection) field next to the report to be updated, input **X**.

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

REPORT SCHEDULE MULTIPLE INQUIRY								07/11/2014	10:09:28
X	OLO	PROGRAM MONTH	RDS FORM PARAMETER	CYCLE	LOGON	COPY	PRIORITY		
X	850000	DENRO3 06	LR02	D	N000STD	1	X		

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

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

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

UPDATE RECURRING REPORTS SCHEDULE		07/11/2014	10:10:47
DELETE			
PRIORITY CODE: X			
PROGRAM NAME: DENRO3			
RDS FORM: LR02			
PARAMETERS:			
LOGON: N000STD			
DESCRIPTION: ENCUMBRANCE REPORTS			
CYCLE:	DAILY X	MONTHLY CLOSING	
	WEEKLY	( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI )	
PAPER:	COPIES	01	FORM

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

8. a. In the **DELTE** field, input **D** to delete the report from the report schedule; **OR**  
 b. Update the necessary data by typing over the existing data with the exception of the **PROGRAM NAME** field.

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

UPDATE RECURRING REPORTS SCHEDULE		07/11/2014 10:10:47
DELETE	D	
PRIORITY CODE:	X	
PROGRAM NAME:	DENRO3	
RDS FORM:	LR02	
PARAMETERS:		
LOGON:	N000STD	
DESCRIPTION:	ENCUMBRANCE REPORTS	
CYCLE:	DAILY X MONTHLY CLOSING	
	WEEKLY ( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI )	
PAPER:	COPIES 01 FORM	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
MINI MAIN RFRSH CAN		

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



## 910 Batch Property Error Reports

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

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

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

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

```

RPMU                FLAIR REPORT SCHEDULING MINI MENU  07/14/2014  08:37:49

  SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
  SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
  INQUIRE NUMBER OF BATCH TRANS      DAILY INPUT TOTALS- TR:    DOC:
  RUN WAREHOUSE REPORTS

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

  X RUN BATCH PROP ERROR REPORT      REPORT OF JT RECEIPTS
  RUN BATCH TRANS ERROR REPORT - SEL ORG:

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

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

```

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



Example Report: *Batch Property Master Update Error Listing For OLO 85\*\*\*\*\**

PAGE	1		07/14/2014 08:38:01
PROPERTY MASTER UPDATE ERROR LISTING FOR 85*****			
ITEM NO.	INVALID DATA	ERROR MESSAGE(S)	
BH000001	10	0	529 - CURRENT USE FUND NOT CORRELATED TO AN OWNERSHIP FUND
00000000	00000000		528 - NO RECORD FOUND
	21	0	034 - INVALID GAAFR FUND TYPE
BH000003	9910000019823000000		034 - INVALID GAAFR FUND TYPE
4 RECORDS READ FROM TAPE (INCLUDING HEADER RECORD)			
3 RECORDS IN ERROR (EXCLUDING HEADER RECORD)			
0 RECORDS THAT PASSED EDITS			
0 DPRF01 RECORDS UPDATED			
0 DPRF02 RECORDS STORED			

## 911 Report of Journal Transfer Receipts

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

To run a report of JT receipts from the FLAIR Report Scheduling Mini Menu:

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

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

```

RPMU                                FLAIR REPORT SCHEDULING MINI MENU 07/14/2014 08:37:49

SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS      DAILY INPUT TOTALS- TR:      DOC:
RUN WAREHOUSE REPORTS

THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
RDS FORM ID:                        PRINTER DESTINATION: LOCALPRI
RUN BATCH PROP ERROR REPORT        X REPORT OF JT RECEIPTS
RUN BATCH TRANS ERROR REPORT - SEL ORG:
DAILY INPUT REPORT - TR:      USER ID:      SEL ORG: 85 XX XX XX XXX
PDN:      TIME INPUT:      :      GF:      SF:      FID:      GRP:
REPORT OF UPLOAD RECORDS - TR:      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
  
```

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

Example Report: *Journal Transfers Received*

DJTR01-00 AS OF 07/14/2014		JOURNAL TRANSFERS RECEIVED			DATE RUN 07/14/2014
		850000			PAGE 1
		DEPARTMENT OF THE TREASURY			
BENEFITING ORG	BENEFITING EO	BENEFITING OBJ	DISBURSING ORG	INVOICE	AMOUNT
85 10 01 01 211	01	1000	86 10 02 02 213	175	1200.00
BF-ORG TOTAL					1200.00
85 10 02 00 000	CC	2000	86 20 04 00 000	965	750.00
BF-ORG TOTAL					750.00
85 20 04 04 000	AA	4000	86 10 02 00 000	542	572.48
BF-ORG TOTAL					572.48
TOTAL RECEIPTS					2,522.48

## 912 Running Batch Transactions Error Reports

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

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

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

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

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

```

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

5. Press **Enter**. FLAIR will display the message, **"BATCH TRANSACTION ERROR REPORT HAS BEEN REQUESTED."** The report will be sent to either the RDS or a FLAIR printer depending on the data input.

Example Report: *Batch Transaction Input Error Report for a TR30*

DNPP24-19										850000										07/14/2014									
										TRANSACTION 30 BATCH INPUT ERROR REPORT										PAGE 1									
850000 DEPARTMENT OF TREASURY																													
LINE 1 = POSITION # 1 - 130																													
LINE 2 = POSITION # 131 - 255																													
LINE 3 = POSITION # 256 - 372																													
LINE 4 = POSITION # 273 - 455																													
0	0	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	0	0	1	1	2	2	3			
1...5...0...5...																													

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

DNPP24-19										850000										07/14/2014																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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## 913 Daily Input Reports

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

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

1. In the selection field next to the **DAILY INPUT REPORT** option, input **X**.
2. In the **PRINTER DESTINATION** field, input a local FLAIR printer ID
3. In the **DAILY INPUT REPORT** section of the Mini Menu, input data in any of the optional fields as needed (*see the following table for specific information on each field*).

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

```

RPMU                                FLAIR REPORT SCHEDULING MINI MENU  07/14/2014  14:05:59

SCHEDULE/RUN IMMEDIATE REPORTS      SCHEDULE RECURRING REPORTS
SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS      DAILY INPUT TOTALS- TR:      DOC:
RUN WAREHOUSE REPORTS

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

RUN BATCH PROP ERROR REPORT          REPORT OF JT RECEIPTS
RUN BATCH TRANS ERROR REPORT - SEL ORG:

X DAILY INPUT REPORT - TR: 51  USER ID: 012345  SEL ORG: 85 10 01 01 211
PDN: VA000010001  TIME INPUT: 14 : 05  GF: 10 SF: 1 FID: 000001 GRP: A

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

FLAIR Report Scheduling Mini Menu - Daily Input Report fields:

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

Field	Description	Required/Optional/Special Instructions
		or deposit number. If <b>blank</b> , FLAIR will retrieve all transactions for the user's OLO and/or a specific transaction type. (11A/N)
<b>TIME INPUT</b>	Time Input	Optional. The user may specify retrieval of transactions based on time of input. (HH:MM format) (4N)
<b>GF SF FID</b>	Fund Code	Optional. The user may specify retrieval of transactions based on: <b>GF</b> - GAAFR Fund (2N) <b>SF</b> - State Fund (1N) <b>FID</b> - Fund Identifier (6N)  If <b>blank</b> , FLAIR retrieves all transactions for all funds for the user's OLO and/or a specific transaction type.
<b>GRP</b>	Grouping Character	Optional. The user may specify retrieval of disbursement transactions based on grouping characters. (1A/N)

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

***Daily Input Report Example***



DTRD01-01		AS OF 08/06/14										DAILY INPUT BY TRANSACTION AND SITE										DATE RUN 08/06/14	
																						PAGE 8	
OPERATING ORGANIZATION: 850000												SITE 00											
TR TRDT	L2L5	EO	VER	GL	CAT	CFI	YR	AMOUNT	OBJECT	PON	INVOICE	VENDOR ID	ETME										
VENDOR LONG	NAME				OCA	USID	PFI	BPIN	GF	SF	FID	BE	IBI	QTY	SDN	OCN							
DESCRIPTION		SUB	VENDOR	NO	SWDN	FTI	BI	STPGM	GRT	GY	CNTRT	CY	BFORG		BFOPT	BFOBJ	BFCAT	BFYR					
BFCFI	CKNO	CKDT	GRP	BAT	AB	FPI	AI	XFD	SGL	XGL	XOB	PID	EP	OFS	AU	MBI	CNT	UNIT	TIME	SZGL	PROJECT ID	ZCAT	
51 07312014	130810000	00	01	71100	040000			44.69	139900		V000210	851010001224410030000	145610										
EXPENSES						015424			10	2	021002	85100300	00	0.00									
						0		1602000000000000							85130810000	01	139900	040000	00				
	00000000	U		9		0	00000		00			0000	000000000000	00000000									
51 07312014	130700000	00	01	71100	040000			28.34	227000		554284611	F11111111999	142939										
FEDEX						013620			10	2	021002	85100300	00	0.00									
						0		1602000000000000							00000000000		000000	000000					
	00000000	J		9		0	00000		00			0000	000000000000	00000000									
51 07312014	250508000	00	01	71100	040000			238.50	241010		18718	F22222222999	142540										
TALQUIN ELECTRIC COMPANY, INC.						013620			10	2	021002	85200500	00	0.00									
						0		1602000000000000							00000000000		000000	000000					
	00000000	J		9		0	00000		00			0000	000000000000	00000000									
51 07312014	250700000	00	01	71100	040000			65.00	261010		001896501	F33333333999	115555										
RADISSON RIVERWALK HOTEL						012355			10	2	021002	85200500	00	0.00									
TRAVEL IN	E111111111					0		1602000000000000							85130810000	01	139900	040000	00				
	00000000			9		0	00000		00			0000	000000000000	00000000									
51 07312014	232120000	00	01	71100	040000			53.46	492010		144107	855025610014510010000	143145										
STATE SALE						013620			20	2	275001	85200300	00	0.00									
						0		1204000000000000							00000000000		010000	001903	00				
	00000000	J		9		0	00000		00			0000	000000000000	00000000									
51 07312014	116100000	00	01	71100	040000			28.10	380010		001928201	F55555555999	113040										
APEX OFFICE PRODUCTS INC						012355			20	2	573004	85100100	00	0.00									
OFFICE SUPPLIES						0		1601000000000000							00000000000		000000	000000					
	00000000			9		0	00000		00			0000	000000000000	00000000									
51 07312014	116100000	00	01	71100	040000			86654.00	516004		V000761	852025730085410010000	080904										
OCO						015424			20	2	573004	85100100	00	0.00									
CORR CAT						0		1601000000000000							85116100000	00	516006	060000	00				

## 914 Report of Upload Records

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

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

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

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

RPMU		FLAIR REPORT SCHEDULING MINI MENU		07/14/2014 08:37:49	
SCHEDULE/RUN IMMEDIATE REPORTS		SCHEDULE RECURRING REPORTS			
SCHEDULE TONIGHT ONLY REPORTS		INQUIRY/UPDATE REPORT SCHEDULE			
INQUIRE NUMBER OF BATCH TRANS		DAILY INPUT TOTALS- TR:		DOC:	
RUN WAREHOUSE REPORTS					
THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:					
RDS FORM ID:		PRINTER DESTINATION: LOCALPRI			
RUN BATCH PROP ERROR REPORT		REPORT OF JT RECEIPTS			
RUN BATCH TRANS ERROR REPORT - SEL ORG:					
DAILY INPUT REPORT - TR:		USER ID:		SEL ORG: 85 XX XX XX XXX	
PDN:		TIME INPUT: :		GF: SF: FID: GRP:	
X REPORT OF UPLOAD RECORDS - TR: 51				TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN RFRSH			

4. Press **Enter**. FLAIR will display records based on the transaction type input.

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

DBIR01-04 AS OF 07/11/2014													LISTING OF UPLOAD INPUT RECORDS BY ORGANIZATION										DATE RUN 07/11/2014 TIME RUN 14:02:14 PAGE 1			
850000 DEPARTMENT OF TREASURY 85100000000 DIVISION OF ADMIN.																										
TR	GF	SP	FID	RE	IBI	OPT	VER	ABI	ALI	POMSTD	POMDPT	GL	CAT	TRDT	GTABI	GTALI	AMT			OBJ						
FDN			VND					CRN		SDN		VON	XFD	XPGM	SVND	VIN		BFCRG		BFOPT						
BFCBJ																										
CRND			CKDT	DESC	GRF	BAT	AI	OCA	ABO	QFS	XGL	XOBJ	EKI	ODN	QTY			PID	UNIT							
FPI	SGL																									
SKGL	BFCAT																									
PROJ																										

## 915 DACN/HACN Reports

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

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

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

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

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

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

A screenshot of a FLAIR screen. In the top left corner, the text 'DACN' is displayed. The rest of the screen is blank.

**OR**

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

1. On command line, input **2**.

**FLAIR Application Selection Screen**

```

EMSP01                               Application Selection                               Term: SAME4511
                                         Help Desk: 850-413-3190 Time: 09:48:34
                                         Date: 08/12/14 Group: NA
                                         Broadcast: User: DISCL01 Printer:
Select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN  Command key ENTR and Prefix &  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 ==> _____
PF 1=Help 2=Language 3=Disc 4=Keys 7=Backw 8=Forward

```

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

**Natural Security Logon Procedure Screen**

```

09:25:52                               *** NATURAL SECURITY ***                               2014-08-12
                                         - Logon Procedure -

                                W E L C O M E   T O   F L A I R
                                Florida's Accounting Information Resource

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

Library ID: _____ User ID: DISCL01_
Password: _____ New Password:

```

Natural Security Logon Procedure Screen fields:

Field	Description	Required/Optional/Special Instructions
LIBRARY ID	Logon	Required. Only if data is contained in a library other than the one to which the user is currently logged on. (8A/N)
USER ID	User Identification Code	Required. The first four characters are the first letter of the user's database plus the first three digits of the Operating Level Organization (OLO). For example, OLO



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

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

To change the password:

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

The following is a list of authorized files:

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

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

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



Example Report: *DMAR01/Trial Balance by Fund Report*

DMAR01-11 AS OF 09/18/14				85000000000		DATE RUN 09/18/14	
85 DEPARTMENT OF THE TREASURY				TRIAL BALANCE BY FUND		PAGE 1	
8510 DIVISION OF ADMINISTRATION				September 18, 2014			
10 1 000001 GENERAL REVENUE FUND							
85100000 00 DIV. OF ADMIN. - FLAIR CLASS							
GL	CAT	CF	YR	GL ACCOUNT NAME	MONTH-TO-DATE	QUARTER-TO-DATE	YEAR-TO-DATE
13100				UNEXPENDED GENERAL REVENUE RELEASES			
010000				SALARIES AND BENEFITS	0.00	17,500.00	70,000.00
030000				OTHER PERSONAL SERVICES	0.00	17,500.00	70,000.00
040000				EXPENSES	556.04-	29,443.96	119,443.96
				** GL 13100 TOTAL	556.04-	64,433.96	259,443.96
16200				DUE FROM STATE FUNDS, WITHIN DEPART.			
040000				EXPENSES	27.00	27.00	27.00
31100				ACCOUNTS PAYABLE			
040000				EXPENSES	3.00-	3.00-	3.00-
35100				DUE TO STATE FUNDS, WITHIN DIVISION			
040000				EXPENSES	150.00-	150.00-	150.00-
54600				COLLECTIONS, GENERAL REVENUE			
001800				REFUNDS	403.00	403.00	403.00
63100				RELEASED GENERAL REVENUE APPROPRIATIONS			
010000				SALARIES AND BENEFITS	0.00	17,500.00-	70,000.00-
030000				OTHER PERSONAL SERVICES	0.00	17,500.00-	70,000.00-
040000				EXPENSES	0.00	30,000.00-	120,000.00-
				** GL 63100 TOTAL	0.00	65,000.00-	260,000.00-
71100				EXPENDITURES, CURRENT			
040000				EXPENSES	276.04	276.04	276.04
* CF 040000 C				EXPENSES	10.00	214.81	214.81
				** GL 71100 TOTAL	286.84	490.85	490.85
92200				APPROVED BUDGET, ALLOTTED			
010000				SALARIES AND BENEFITS	40,000.00	40,000.00	40,000.00
040000				EXPENSES	68,500.00	68,500.00	68,500.00
				** GL 92200 TOTAL	108,500.00	108,500.00	108,500.00
93100				ALLOTMENTS			
010000				SALARIES AND BENEFITS	40,000.00-	40,000.00-	40,000.00-
040000				EXPENSES	68,500.00-	68,500.00-	68,500.00-
				** GL 93100 TOTAL	108,500.00-	108,500.00-	108,500.00-***
				*** FUND TOTAL	0.00	0.00	0.00

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

DTHR02-00 AS OF 09/18/14										85000000000										DATE RUN 09/18/14									
EXPENDITURE DETAIL BY VENDOR WITHIN DIVISION										PAGE 1																			
85 DEPARTMENT OF THE TREASURY										SEPTEMBER 18, 2014																			
8510 DIVISION OF ADMINISTRATION																													
VENDOR NAME										VENDOR NO										ADDRESS									
TRDT	TR	L3L5	GL	CAT	CF	YR	AMOUNT	OBJ	PDN	STATE	PROGRAM	INVOICE	FUND	FT															
AI	PROJECT	ID	OCA	PID	QTY		SDN		ODN	DESCRIPTION		SUB	VENDOR NO	GRANT	GY	CNTRT	CY												
KLEIN, IDA										C111111111										12 ANDERSON AVENUE									
08/11/2014	30	0202000	71100	040000	00		48.00-	279000	C107	1112110000		TILLMAN	FL 32780																
																				EXPENSE REFUND									
***** VENDOR TOTAL										48.00-																			
STATE BANK										N666666666999										1111 FAMU WAY									
08/12/2014	51	0202213	71100	040000	00		30.24	222000	V000005	0002	1112110000	TALLAHASSEE	FL 32301																
																				TELETYPE SERVICE									
08/12/2014	51	0202213	71100	040000	00		32.40	380000	V000005	0003	1112110000	494	2020100018510000000	0															
																				ROLEX									
***** VENDOR TOTAL										62.64																			
A & B OFFICE MACHINES, INC.										F888888888999										485 BILTMORE WAY									
08/08/2014	70	0202213	71100	040000	00		16.54	380000	V000104	0003	1112110000	CORAL GABLES	FL 22134																
																				E20									
08/13/2014	30	0202213	71100	040000	00		355.00	279000	C104	1112110000		80	1010000018510000000	0															
																				PADS									
																				104									
																				EXPENSE REFUND									
***** VENDOR TOTAL										371.54																			
AVIS RENT-A-CAR SYSTEMS, INC										F222222222999										6305 E. HILLBOROUGH AVENUE									
08/08/2014	70	0202213	71100	040000	00		50.00	261000	V000104	0002	1112110000	TAMPA	FL 33610																
																				E13									
08/08/2014	51	0202213	71100	040000	00		47.50	261000	V000104	0001	1112110000	85	1010000018510000000	2															
																				CAR RENTAL									
08/12/2014	70	0202213	71100	040000	00		43.75	262000	V000107	0001	1112110000	1099	1010000018510000000	2															
																				CAR RENTAL									
08/14/2014	51	0202213	71100	040000	00		212.20	261000	V000107	0003	1112110000	211	2020100018510000000	2															
																				CAR RENTAL									
***** VENDOR TOTAL										353.45																			
***** DIVISION TOTAL										739.63																			
***** DEPARTMENT TOTAL										739.63																			