

Report Distribution System (RDS)

Viewing Tips



Viewing Reports

The Report Directory (or Report Library) lists all reports that are available to you and the information about each report. Report Access is granted by your agency RDS Administrator. Reports in the Report Directory that have not yet been archived, or reports that have been restored, are available for online viewing.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** for selection.

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  USER-> SCH   TR-> 55   TP-> 134828 TL-> 6442997
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-----NOTEPAD HEADER-----
***** TOP OF DIRECTORY *****
R ENT-EDUCATION      BWEE 08/26/2015 15.30 09/25/15    1    21  0  2 REPORTS FOR EE
R ENT-EDUCATION      BWEE 08/26/2015 15.30 09/25/15    6   124  0 33 REPORTS FOR EE
S R ENT-EDUCATION      BWEE 08/26/2015 15.46 09/25/15    2    80  0  3 REPORTS FOR EE
A DTHR01 D           BW01 08/26/2015 20.52 09/10/15   2774 134013 0 0 DAILY DETL BY PPI.DIV.FUND19.GLC
    
```

2. Press **Enter**. The system will display the report online in Display View.
For detailed descriptions on the available columns listed on the Report Directory, see Section 1002 of the Report Distribution System Procedures Manual.

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> ENT-EDUCATION   FORM-> BWEE   LINES-> 80   PAGES-> 2
S.F.    22   S.P.    01   S -> 001   E -> 132   L 0000000001 P 000000001
-----
----- TOP OF REPORT -----
DTRR01-16   AS OF 08/26/15
OPERATING ORGANIZATION 850000   SITE 01
TR TRDT L2L5 EO VER GL CAT CFI YR AMOUNT OBJECT PDN INVOICE VENDOR ID ETME
VENDOR LONG NAME OCA USID PPI BPIN GF SF FID BE IBI QTY SDN ODN
DESCRIPTION SUB VENDOR NO SWDN FTI BI STPGM GRT GY CNTRT CY BFORG BFOPT BFOBJ BFCAT BFYR
6A 08262015 100200000 CC 02 71100 040000 00 50.00 341000 F666666666999 141614
FLAIR CORPORATION 000485 20 2 010001 85100000 00 0.00 E102ABC0001
TEST ENCUMBRANCE 0 11121100000000000 00000000000 000000 000000
00000000 C 0 94100 00 B 0000 00000000000 000000000
TOTAL OF PDN 50.00
TOTAL OF TR 6A 50.00
    
```

If you are not able to view all the information it may be necessary to navigate around the screen.

Navigation Key	Description
F3	Press F3 multiple times to exit the current screen.
F5	Repeats previous command.
F7	Moves one page backward in the directory or in Displayed Report View.
F8	Moves one page forward in the directory or in Displayed Report View.
F10	Moves the screen to the left. This is the default view and the furthest left columns display once again.
F11	Moves the screen to the right.

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Printing Tips



Printing Reports

Users 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 network printer indicated in the user's profile. Users may print a report while viewing the report. *For additional guidance see Section 1013.2 of the Report Distribution System Procedures Manual.*

To select a report for printing:

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

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  USER-> SCH      TR-> 95      TP-> 305004  TL-> 14492074
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIPTION-----NO
DTHR01 D                BW01 03/03/2016 20.50 03/18/16   2458  119534  0 0 DAILY DETL BY PPI, DIV, FUND19, GLC
DTHR01 D                BW01 03/04/2016 20.34 03/19/16     77    2884  0 0 DAILY DETL BY PPI, DIV, FUND19, GLC
P DTHR01 D                BW01 03/07/2016 20.45 03/22/16   4584  223309  0 0 DAILY DETL BY PPI, DIV, FUND19, GLC
DTHR01 D                BW01 03/08/2016 20.40 03/23/16   2474  119941  0 0 DAILY DETL BY PPI, DIV, FUND19, GLC
***** END OF DIRECTORY *****
```

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**.

```
PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT EXTRACT CONFIRMATION-  USER-> DISCL06
      TO BE EXTRACTED :   LINES-> 837                PAGES-> 31

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

REPORT OWNER-> DISCL06

REPORT NAME -> DMAR01          EXTD-> NO      FORM NAME      ----> LR02
DESCRIPTION -> TRIAL BALANCE BY FUND  NPAD-> NO     EXPIRATION DATE --> 02/12/2016
NOTEPAD HDR ->                NPAD-> NO     TABLE OF CONTENTS-> NONE
TYPE/STATUS -> RESTORED
```

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.

```
PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-      USER-> DISCL06

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

JOB NAME      ----> CLS0000   JOBID      ----> JOB02397

SUBMITTED AT : 09.35.37  04/01/16 (16092)   TO SERVICE EXTRACT REQUEST.
```

6. Press **Enter**. The system will display the Report Directory.
- Note:** For a list of valid FLAIR printers, contact your agency's RDS Administrator.

For Additional information regarding Viewing and Printing, see Sections 1004 and 1013 of the FLAIR Report Distribution System-End User Procedures Manual https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/flair/manuals/1000rdsenduser.pdf?sfvrsn=91981e7c_8