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100 Purpose of FINDS User's Guide

The purpose of this guide is to provide assistance to agencies which desire access to the Commonwealth Accounting and Reporting System (CARS) data at their own site. In using the Financial Information Downloading System (FINDS*)*, an agency is able to produce its own internal reports and to review the CARS data as soon as possible. All data extracted using FINDS is current through the prior night's CARS update. A separate CAPP topic exists for both the 1099 Reporting System (CAPP Topic No. 70805, "1099 Reporting System") and the CIPPS/FINDS module (CAPP Topic No. 70710, "FINDS: CIPPS Downloading").

An agency can obtain virtually any CARS data by selecting the data, downloading the data to their PC (or mini-computer), and using software such as Lotus 1-2-3 or Oracle to organize the data in a usable report format. Several software packages currently in use to access the data on the PC are: Lotus 1-2-3; Excel; Supercalc; dBASE II, III, & IV; FoxPro; Access; and Oracle.

200 FINDS Overview

The Commonwealth Accounting and Reporting System (CARS) was first implemented throughout the Commonwealth in 1977 with the following primary purposes:

- to facilitate the integration of the budgeting and accounting data;

- to provide a common database for flexible reporting of accounting information to all levels of management within the Commonwealth;

- to provide a means of controlling expenditures, encumbrances, and the receipt of funds;

- to eliminate the need for most agencies to maintain their own accounting systems by providing timely, accurate, and meaningful accounting information;

- to provide an historical record of all financial transactions affecting the state; and

- to streamline the process of recording, processing and reporting financial data.

The Department of Accounts' Financial Information Downloading System *(*FINDS*)* represents a further enhancement of CARS and provides a means for agencies to develop their own financial reports. FINDS data is extracted from posted CARS transactions which have been balanced daily to the CARS master files. All FINDS data is current through the prior night's CARS update.

FINDS provides access to CARS data via a means of downloading the data to the local agency. This data is processed at the agency level on its automated equipment to produce reports for usable interpretation of the data to agency personnel. The user can also view the information on the screen prior to downloading.

Downloaded records can be converted from EBCDIC to ASCII format for PC usage. The user imports the downloaded file into *Lotus 1-2-3* or other electronic spreadsheet software packages.

200 FINDS Oveview (Continued)

A complete understanding of how CARS transactions are recorded will allow for maximum usage of FINDS. The *Commonwealth Accounting Policies and Procedures (CAPP) Manual* contains sufficient information to enable a user to better understand the accounting functions, accounting codes, and terminology referred to in the CARS and FINDS systems and manuals.

In addition, the FINDS *Fiscal Officer's Guide* describes the function of FINDS from a fiscal manager's viewpoint and contains sample electronic spreadsheets which can be developed using FINDS.

The FINDS Downloading System received honorable mention in the 1990 competition for the Recognition Award for Outstanding Achievement in the Field of Automation sponsored by the National Association of State Information Resource Executives.

201 System Notes

Several aspects of FINDS should be considered prior to a first-time user accessing the CARS data. In order to provide a successful first session with FINDS, the following System Notes are offered to a new user.

1. All agencies accessing the Department of Information Technology (DIT) mainframe have access to temporary work spaces which are called "work packs" to store their saved files (datasets). All datasets generated when using FINDS are stored on these "work packs." DIT deletes all files on the work packs each day at 6:00 a.m. and 6:00 p.m. Ensure that all datasets are created, downloaded, and/or saved on the same business day.

2. For purposes of this guide, use the 3270 function names described in **Appendix F** to describe the key to be used, rather than the physical key. For example, <ENTER> is used to specify the <ENTER> function instead of referencing the key you would use to perform the <ENTER> function.

Use <NEWLINE> to move the cursor down one line on the screen instead of referencing the key used to perform the <NEWLINE> function. The TAB key is used to move across fields and the <NEWLINE> key is used to move down one line.

This convention allows the manual to apply with equal accuracy to a wide variety of hardware environments. **Refer to the keyboard illustrations in Appendix F to determine which keys are appropriate to use in order to obtain the desired results.**

3. All FINDS system messages display at the bottom left corner of the screen. After each user action, look at this area of the screen to see if a message displays prompting you to perform an additional action.

4. Use the arrow keys to move within fields or from one field to another. The <CURSOR UP> key moves the cursor up one line on the screen and the <CURSOR DOWN> key moves the cursor down one line. The <CURSOR LEFT> key moves the cursor one space back and the <CURSOR RIGHT> key moves the cursor one space forward.

5. An alternative to downloading the data is to view the data on the screen or to print the report. After reviewing the data, you may then decide to download the data or revise the request.

6. Throughout this guide, instructions appear in **bold** and user actions appear in ***bold italics*** in order to eliminate confusion regarding **instructions** to the user and actual user actions.

200 FINDS Oveview (Continued)

201 System Notes (Continued)

7. From the FINDS Master Menu, you will be instructed to make a selection by typing a number in the Function Field, which corresponds to the selection. The Function Field is located at the top of each data entry screen. All functions are accessed by making an entry in the Function Field, or using a PF key corresponding to the number of the selection, for example, if Selection 10 - Summary Data is desired, press <PF10> key.

All selections made with PF keys are "hot-keyed" in that you do not press the <ENTER> key to continue after making the selection. If you do not use the PF keys, but choose to type in the number corresponding to the selection from the Master Menu, press <ENTER> after typing the number in order to EXECUTE the function.

NAMING DATASETS

Refer to **Appendix C** for an explanation of how to correctly name a dataset. Sample dataset names appear as follows:

ACT1011.FILENAME
(User ID#)

ACT1011.FINANCE.CCODES
(User ID#)

The basic naming rule to follow is to begin each dataset name with the userid, begin each section with an alpha character, end each section of the name with a period (except for the last section). Do not exceed eight alpha-numeric characters per section, for a maximum total of 44 characters, including periods.

202 Configuration Recommendations For FINDS

The following information aids in selecting hardware/software configurations to use FINDS.

Required Equipment

In order to use FINDS, the following equipment is required:

1. A Personal Computer configured with a Communications Board and Communications Software that allows:

    A) IBM 3270 Terminal Emulation

    B) Synchronous communication to the DIT IBM mainframe

    C) File Transfer through use of the IBM PC File Transfer utility ("IND$FILE Utility").

200 FINDS Oveview (Continued)

202 Configuration Recommendations for FINDS (Continued)

2. A communications line to the DIT IBM mainframe. Two types of communications lines will provide satisfactory results:

    A) A dedicated, leased telephone line running directly to the DIT IBM mainframe; or,

    B) A synchronous dial-up connection to the IBM mainframe.

SOFTWARE

FINDS can be used with a variety of spreadsheet and database management software programs resident on PCs or mini-computers. Several software packages currently in use to access the data on the PC are: Computer Associates - Supercalc; Ashton-Tate -dBASE IV; Microsoft - FoxPro and Excel, Lotus - 1-2-3, and Oracle.

A feature of FINDS allows for output data conversion into a format easily imported by Lotus 1-2-3. It is assumed that the FINDS user is familiar with Lotus 1-2-3 or a similar spreadsheet program. If you need assistance in using this feature of FINDS, see your local Systems Administrator.

203 Gaining Access to FINDS

The procedures to access FINDS are as follows:

1) First notify the Department of Accounts' Manager, Database Administration, in writing that the agency would like their data to be loaded into the system so they may begin accessing FINDS.

2) The agency should analyze existing equipment to determine if it meets the requirements for FINDS and obtain additional necessary equipment in order to proceed.

3) Complete the necessary forms in order to obtain DIT TSO userids and arrange access to FINDS.

FINDS operates under the Time Sharing Option (TSO) on the IBM mainframe. In order to access FINDS, a user must have a valid TSO userid. In addition, a CARS II Security Table Maintenance Form must be completed and security access to the FINDS system granted prior to a new user accessing the system.

If your agency wants to access FINDS, send a written request to the following DOA address and request that your agency be added to the list of FINDS users:

> Database Administration Manager
> Department of Accounts
> P.O. Box 1971
> Richmond, VA 23215-1971

This request is necessary in order for DOA to prepare the agency's data for use, analyze agency informational needs and to provide assistance in the use of FINDS through demonstrations and presentations.

200 FINDS Oveview (Continued)

203 Gaining Access to FINDS (Continued)

REQUEST FOR DATA LOADING

Periodically, new agencies are addded to the FINDS system, at which time the Downloading Master Files are updated to include the new agencies and the system security is set to allow the agency access to FINDS. The new agency requests will then be acknowledged by DOA so that the agency will know when access to FINDS is available. FINDS cannot be used to access an agency's CARS data unless the data has been included in the FINDS Master File. To add or delete your agency from FINDS, submit a written request specifying this to the same address.

> Database Administration Manager
> Department of Accounts
> P.O. Box 1971
> Richmond, VA 23215-1971

TSO USERID

A unique TSO userid with a FINDS Security Table Maintenance Form is required of each FINDS user. In order to receive a TSO userid and gain access to FINDS, request that your agency Access Control Facility - 2 (ACF2) Officer complete Form DIT03-001, LogonID Request Form - IBM Technology and submit to:

> Computer Security Officer
> Department of Information Technology
> Plaza Building
> Richmond, VA 23219

DIT designates one or more ACF2 officers for each agency. Contact the DIT Computer Security Officer at SCATS (804) 344-5822 if you do not know who the ACF2 Officer is for your agency, or see your local Systems Administrator.

After the TSO userid is assigned for a user, the userid must be established in the FINDS Security Table. Complete the DOA form DBAF001, FINDS Security Form (available from FINDS Technical Support at (804) 225-3049) to include the following information:

User Name - Enter your full name.

User Agency (Control Agency) - Enter your agency number.

Userid - Enter your TSO/ACF2 userid which was established through the Department of Information Technology.

User Type - Enter a *5* for access to CARS Downloading *ONLY*, *2* for CIPPS Downloading *ONLY*, or *6* for access to both CIPPS *and* CARS Downloading.

CARS Access Agency - Enter all the agency numbers which you are authorized to access for CARS Downloading.

Volume No. 3 - Automated System Applications	TOPIC NO. 70705
Function No. 70700 - Financial Information Downloading System (FINDS)	TOPIC FINDS: CARS and 1099 Downloading
	DATE 2/1/95

200 FINDS Oveview (Continued)

203 Gaining Access to FINDS (Continued)

CIPPS Access Agency - Enter all the agency numbers which you are authorized to access for CIPPS Downloading.

Request Authority - Enter a *1* for ability to update any request created by a user in your agency, or *2* if you wish to update only the requests you create.

CIPPS Access Selections - Enter a *1* to grant access to each of the CIPPS Downloading modules or a *2* to deny access to the modules. See CAPP Topic No. 70710, "FINDS: CIPPS Downloading," for a complete discussion of CIPPS Downloading.

CIPPS Refresh - Enter a *1* if you wish to initialize and maintain the Refresh Option Screen which determines the frequency of data extraction in the CIPPS Downloading sub-system.

1099 Reporting - Enter a *1* to allow access to the 1099 Reporting module, or enter a *2* to deny access.

Complete the form for each userid and submit to:

> FINDS Technical Support
> Database Administration
> Department of Accounts
> P.O. Box 1971
> Richmond, VA 23215-1971
> Phone: (804) 225-3049

FINDS is protected at two levels: ACF2 Program/File Security and the FINDS (Data) Security Table.

ACF2

1) Perimeter Control: only authorized users are allowed onto TSO.

2) File Control: controlled files do not allow update access.

FINDS Security Table

1) FINDS Access Control: only authorized TSO users are allowed onto FINDS.

2) Agency Access Control: The authorized user can access:

    A) their agencies' data which is available to FINDS, and

    B) other agencies' data whose data is available to FINDS if the user agency is approved to receive other agencies' data.

The following process occurs when you access FINDS:

> Enter userid

200 FINDS Oveview (Continued)

203 Gaining Access to FINDS (Continued)

System checks for FINDS access for userid

      Either   Access denied and Error Message displays

      Or   Access granted and user enters request

System checks FINDS Security Table for access to agency selected in request

      Either   Agency on the Table and access granted

      Or   Agency not on the Table and system checks CARS Descriptor Table D09; and

      Either   Agency found on D09 List and Control Agency used to re-check Security Table

      Or   Agency not on D09 List and Error Message displays

If your agency has access to the system and you are having problems gaining access, contact the Database Administrator.

204 Sign-On Procedures

To begin a FINDS session, first access the Department of Information Technology (DIT) mainframe and enter TSO1. If you are not familiar with the process to enter TSO1 at DIT, see your local Systems Administrator.

> NOTE: All instructions to the user are shown in **bold**. All sample user entries are shown in ***bold italics***.

The "Enter" Screen provided for TSO users is illustrated in Figure 1, DIT "Enter" Screen.

200 FINDS Oveview (Continued)

204 Sign-On Procedures (Continued)

At the ENTER Prompt Type: *TSO1* and press the <ENTER> key.

```
                    DEPARTMENT OF INFORMATION TECHNOLOGY
                         COMMONWEALTH  NETWORK




                              ENTER :TSO1
```

Figure 1 - DIT "Enter" Screen.

200 FINDS Oveview (Continued)

204 Sign-On Procedures (Continued)

The TSO Sign-On screen shown in Figure 2 displays.

```
ACF82003 ACF2, ENTER LOGON ID - ACT1000
ACF82004 ACF2, ENTER PASSWORD - RTSM31
ACF82000 ACF2, LOGON IN PROGRESS
ACF01137 ACT1000 LAST SYS ACCESS 10.334/05/90 FROM TR743T02
ACF82012 ACF2, ENTER ACCOUNT - ACT0399999
***
```

Figure 2 - TSO Sign-on Screen.

In our example, presume that the userid number used to logon is ACT1000, the password is RTSM31, and the account number is ACT0399999.

Enter a valid LOGON ID number: *ACT1000* and press <ENTER> key to continue.

If a valid ID is entered, the user will be prompted to enter a password. If an invalid ID is entered, the user will be prompted to correct the entry.

Enter a valid PASSWORD: *RTSM31* and press <ENTER> key to continue.

If a valid PASSWORD is entered, the system displays a message that the LOGON is in process and a message line will display information regarding the last system access for that userid and password combination. If an invalid PASSWORD is entered, the user is advised to correct the entry.

Enter the ACF2 ACCOUNT: *ACT0399999* and press the <ENTER> key to continue.

200 FINDS Oveview (Continued)

204 Sign-On Procedures (Continued)

If your userid is setup for more than one account number, you may be prompted for the ACF2 account number. If a valid ACCOUNT is entered, three asterisks (***) display as the next line on the screen. This is a prompt to the user that the system is ready to grant access and is waiting for a user action. Press the <ENTER> key to proceed.

If an invalid ACCOUNT is entered, the user is prompted to re-enter the ACCOUNT.

The user is now logged-on to TSO and the Weekly Bulletin will display. At the bottom of the Weekly Bulletin Screen, the user is again presented with the three asterisk prompt (***).

At the *** prompt, press the <ENTER> key to continue.

The "READY" Prompt will now display, as illustrated in Figure 3.

```
READY
FINDS



```

Figure 3 - DIT "READY" Prompt.

From the READY Prompt type: *FINDS* and press the <ENTER> key to continue.   This process begins the execution of the FINDS system. The user will now be at the FINDS Master Menu.

To Logoff or Exit from TSO from the READY Prompt type: *L* or *LOGOFF* and press <ENTER>.

200 FINDS Oveview (Continued)

205 Master Menu

FINDS is comprised of two main function areas. The left side of the screen is where all reports are created and saved. The right side is where all reports are viewed, printed, or a Lotus formatted dataset created, and an exit feature is provided. The actual download process occurs outside FINDS. To exit back to the "READY" screen from the Master Menu, type **99** and press <ENTER> key at the Function Field.

```
 ACTL2001                      FINDS - MASTER MENU                  M002
--------------------------------------------------------------------------
        ENTER FUNCTION __  (TWO DIGIT FIELD FROM BELOW)


    10-EXTRACT CARS SUMMARY ACCOUNT       20-VIEW DATA
       BALANCES                           21-CREATE LOTUS FORMATTED
    11-EXTRACT CARS DETAIL TRANSACTIONS      DATA
       BY ACCOUNT CODING                  22-PRINT DATA
    12-EXTRACT CARS DETAIL TRANSACTIONS
       BY BATCH ID, TYPE OR DATE


    30-EXTRACT CARS AGENCY VENDOR TABLE   99-EXIT FINDS
    31-1099 CARS REPORTING

    40-CIPPS DATA



```

Figure 4 - FINDS Master Menu.

From the FINDS Master Menu, you are instructed to make a selection by typing a number in the Function Field, which corresponds to the selection. The Function Field is located at the top of each data entry screen. All functions are accessed by making an entry in the Function Field, or using a PF key corresponding to the number of the selection. For example, to select #10 - Summary Data, press the <PF10> key. All selections from the FINDS Master Menu are "hot-keyed" if PF keys are used to make the selection. You may also make the selection by typing a number corresponding to the selection and pressing <ENTER> to proceed.

There are six functional data selection areas: **10** - Summary Data, **11** - Detailed Financial Transactions by Accounting Code, **12** - Detailed Financial Transactions by Batch or Process Date, **30** - Extract Agency Vendor Table, **31** - 1099 Reporting, and **40** - CIPPS Downloading.

There are three data viewing/manipulation functions avaliable. All three are available for any dataset created.

200 FINDS Oveview (Continued)

205 Master Menu (Continued)

Selection 10

Extract Summary Account Balances contains Account Balances for all FINDS user agencies for the current fiscal year and the prior year. For the current year, any CARS history balance can be obtained, and the balance will be current through the previous night's postings. In addition, cash balances can be obtained at a lower level of detail than is carried in on-line CARS, and specialized breaks can be accommodated for project and other reporting. For the prior year, any CARS operating balance can be obtained and the balance will be current through the end of the fiscal month. Any balance can be obtained at the same or higher level as the coding on the agency's line items.

There are four screens in the Summary Account Balances function area. Three screens are selection screens which build the request and specify date ranges. The fourth screen is a dataset naming screen.

When using Selection 10, you are offered a wildcard (&) to use in the selection process of building the request. For example, if a selection of "ALL" is desired in the OBJ-SUBOBJ code category, type the ampersand (&) sign in all spaces instead of entering the actual selection data. A sample entry would be **&&** and press <NEWLINE> key. **A wildcard selection is only available in Selection 10**.

Selection 11

Extract Detail Transactions by Account Coding gives the user information on specific line items comprising an account balance. There are four screens in Selection 11. Three screens are selection screens which build the request and specify date range(s) or fiscal month. The fourth screen is a dataset naming screen.

Selection 12

Extract Detail Transactions by Batch ID, Type or Date gives the user information on three types of transaction selection criteria:

1. All transactions in a specific batch or range of batches.

2. Transactions by an agency and post date or date range. For example, all transactions which posted between March 1 and March 8, 1990 (030190-030890) for a specific agency.

3. Transactions posted by a combination of agency/post date/batch type. For example, all transactions for Agency DOA (151), for the month of March 1, 1990 through March 31, 1990 (030190-033190), for travel (type **2**).

There are three screens in Selection 12. Two are selection screens which build the request and one is a dataset naming screen.

200 FINDS Oveview (Continued)

205 Master Menu (Continued)

Selection 30

Extract Agency Vendor Table provides information on the user agency's vendor edit table. The user may select records by the Vendor ID and Suffix, by the Vendor Sort Name, by the Vendor Status, by the Vendor Type, or by the Minority Business or Small Business Indicators.

There are four screens in Selection 30. Three are selection screens which build the request and one is a dataset naming screen.

Selection 31

1099 Reporting provides information on the 1099 reportable transactions. The user may select records by Reporting Entity, or by Form Type.

There are two screens in Selection 31. One is a selection screen and the second is a dataset naming screen.

Selection 40

CIPPS Downloading provides access to the CIPPS Downloading Subsystem. See CAPP Topic 70710 - FINDS: CIPPS Downloading for a complete description.

The right side of the screen contains four function areas which handle the datasets created using the Request Record Maintenance functions, as well as provide an EXIT to the user. The functions are: **20** - View Dataset, **21** - Create Lotus Formatted Dataset, **22** - Print Dataset, and **99** - Signoff.

Selection 20

View Dataset allows you to view the selected dataset on the screen and can be used to review the report prior to printing or downloading. The user is able to use the PF keys designated for up, down, right and left screen movement, or type *UP, DOWN, RIGHT, LEFT* in the Function Field and press <ENTER> to move within the report. The user may EXIT by typing *END* in the Function Field and press <ENTER>.

Selection 21

Create Lotus Formatted Dataset allows you to create a Lotus 1-2-3 formatted dataset which can then be downloaded to thePC and imported into a Lotus (or similar) electronic spreadsheet program.

Selection 22

Print Dataset allows you to print the selected dataset on any RJE or NJE printer. When print is selected, the user is able to specify certain specifications such as Printer Width and Sysout Class. The user may download the dataset to the PC and print at a later time on any printer which is attached to that PC.

Selection 99

Exit FINDS allows you to exit the FINDS Master Menu and return to the "READY" Prompt. Type *99* in the Function Field on the Master Menu and presses <ENTER>. From the "READY" Prompt, type *L* or *LOGOFF* and press <ENTER> to exit TSO.

300 Master Menu Functions

This section provides detail on each selection offered from the FINDS Master Menu. All screens for each selection are described in detail so that you are able to use the Guide to determine which screens should be used for the type of actual data selection required.

FINDS is comprised of two main function areas. The first area (on the left of the screen) is where all requests and datasets are created and saved. The second area (on the right) is where all datasets are viewed, printed, or a Lotus formatted dataset created, and an exit feature is provided. The actual download process occurs outside FINDS. To exit back to the "READY" screen from the Master Menu, type **99** and press <ENTER> key at the Function Field.

```
ACTL2001                     FINDS - MASTER MENU                      M002
------------------------------------------------------------------------

          ENTER FUNCTION __  (TWO DIGIT FIELD FROM BELOW)


    10-EXTRACT CARS SUMMARY ACCOUNT        20-VIEW DATA
        BALANCES                           21-CREATE LOTUS FORMATTED
    11-EXTRACT CARS DETAIL TRANSACTIONS        DATA
       BY ACCOUNT CODING                   22-PRINT DATA
    12-EXTRACT CARS DETAIL TRANSACTIONS
       BY BATCH ID, TYPE OR DATE



    30-EXTRACT CARS AGENCY VENDOR TABLE    99-EXIT FINDS
    31-1099 CARS REPORTING

    40-CIPPS DATA
```

Figure 5 - FINDS Master Menu.

From the FINDS Master Menu, you are will be instructed to make a selection by typing a number in the Function Field, which corresponds to the selection. The Function Field is located at the top of each data entry screen. All functions are accessed by making an entry in the Function Field, or using a PF key corresponding to the number of the selection. For example, to select #10 - Summary Data, press the <PF10> key. All selections from the FINDS Master Menu are "hot-keyed" if PF keys are used to make the selection. Make the selection by typing a number corresponding to the selection and pressing <ENTER> to proceed.

300 Master Menu Functions (Continued)

The three data viewing/manipulation functions are all available for each of the six data extraction functions. The process for using each data viewing/manipulation function is the same regardless of whether the dataset was created in Selection 10, 11, or 12.

NOTE: All instructions to the user are shown in **bold**. All sample user entries are shown in ***bold italics***.

NOTE: Remember that the <ENTER> key performs (EXECUTES) the requested function; <NEWLINE> is used to move the cursor to the next line on the screen.

NOTE: Use the SPACEBAR to blank out any prior entries which may appear on the selection screen. If no prior entries are on the screen, the <NEWLINE> or TAB key may be used to move to the proper space to make the entry.

301 Selection 10 - Extract Summary Data by Accounting Code

Extract Summary Account Balances contains Account Balances for all FINDS user agencies for the current fiscal year, the prior year, and for projects life-to-date. All account balances are available for current fiscal year. Only operating account balances are available for prior year and project life-to-date. Operating accounts are accounts such as expenditures, revenues, and budgets. Cash accounts are not considered operating accounts. Any CARS history balance can be obtained, and the balance will be current through the previous night's postings. In addition, cash balances can be obtained at a lower level of detail than is carried in on-line CARS, and specialized breaks can be accommodated for project and other reporting. Any balance can be obtained at the same or higher level as the coding on the agency's line items.

There are four screens in the Summary Account Balances function area. Three screens are selection screens which build the request and specify date ranges. The fourth screen is a dataset naming screen.

During the processing of the request for Selection 10, the number of records being processed will display on the screen. The first count is an estimate of the number of records which will be **read** during the building of the request and displays on the dataset naming screen. The second count is the number of records that are actually **written** to the dataset and displays on the Master Menu.

When using Selection 10, the user is offered a wildcard (&) to use in the selection process of building the request. For example, if a selection of "ALL" is desired in the OBJ-SUBOBJ code category, the user could type the ampersand (&) sign in all spaces instead of the user entering all the selection data.

TO ACCESS SUMMARY DATA:

Enter the Selection Number in the Function Field of the Master Menu: Type ***10*** and press <ENTER>, or use the <PF10> key. The FINDS Request Summary Data Screen 01 is illustrated in Figure 6.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

SCREEN 01

The function selections offered for Screen 01 are:

1 = **VIEW** - This selection allows the user to view a previously saved request.

2 = **NEXT REQUEST** - This selection allows the user to VIEW the next sequential request after viewing a request.

3 = **SAVE** - This selection allows the user to save the request so that the user can later VIEW the request and/or run the request.

4 = **DELETE** - This selection allows the user to delete the specified request. In order to perform a delete function, the user must first VIEW the request.

5 = **MENU** - This selection allows the user to return to the Master Menu Screen.

6/ENTER =   **GO TO SECOND SCREEN** - This selection allows the user to proceed to Screen 02 after the required entries are made to Screen 01.

9 = **EXECUTE REQUEST** - This selection is used to EXECUTE the request and take the user to the dataset information screen.

SPECIFY THE REQUEST

Using Selection 10, the user can specify a request by two methods: 1) view an existing request, and 2) build a completely new request.

Specify Existing Request

If the REQUEST-NO is not known, select VIEW from the Screen 01 Function Field by typing *1* in the function and entering your userid in the userid line and pressing <ENTER> or pressing <PF1> key. You will then view the first sequential request which is saved in FINDS for that userid. To sequentially view the request records for an user, select NEXT REQUEST by typing *2* and pressing <ENTER> or pressing <PF2> key to scroll each request sequentially.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

If the REQUEST-NO is known to the user, select VIEW from the Screen 01 Function Field by typing *1*. Then, enter their userid in the userid field and then the request number in the REQUEST-NO field and press <ENTER>. The request will display. To sequentially view all the records for the agency which are numbered after the REQUEST-NO, select NEXT REQUEST by typing *2* and pressing <ENTER> or pressing <PF2> key to scroll each request sequentially.

```
 ACTL2020              FINDS - REQUEST SUMMARY DATA - 01         S001
-------------------------------------------------------------------------
  ENTER FUNCTION:   (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                     6/ENTER=GO TO SECOND SCREEN, 9=EXECUTE REQUEST)

  AGENCY: 151  USERID: _____    REQUEST-NO: ___
               TITLE:  _____
  AGENCIES  : ___-___   ___-___   ___-___   ___-___   ___-___

  GLA       : ___-___   ___-___   ___-___   ___-___   ___-___

  COST CODE : ___-___   ___-___   ___-___   ___-___   ___-___

  OBJ-SUBOBJ: __ __-__ __ __-__ __ __-__ __ __-__ __ __-__ __ __-__
              __ __-__ __ __-__ __ __-__ __ __-__ __ __-__ __ __-__
              __ __-__ __ __-__ __ __-__ __ __-__ __ __-__ __ __-__
              __ __-__ __ __-__ __ __-__ __ __-__ __ __-__ __ __-__

  PGM-SUB-EL: ___ __ __-__ __ __  __ __-__ __ __  ___ __ __-___ __ __
              __ __ __-__ __ __  __ __-__ __ __

  FUND-DET  : __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
```

Figure 6 - Request Summary Data Screen 01.

Specify New Request

In order to Specify New Request, the user creates and builds the new request by selecting function 3 - save, entering *NEW* in the request number field, and entering their userid in the userid field and then pressing <ENTER>. The system will assign the next available request number to the request. Screen 01 contains fields for: Access AGENCIES (for those agencies which have access to their own and other agencies' data), GLA, COST-CODE, OBJECT-SUBOBJECT, PROGRAM-SUBPROGRAM-ELEMENT, and FUND-DETAIL.

Screen 02 allows you to further define the request. The following fields are offered in Screen 02:

    REVENUE-SOURCE,
    ORGANIZATION-LEVELS,
    PROJECT-TASK-PHASE, and
    MULTIPLE-PURPOSE CODE.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

Screen 03 allows you to define the time period for the request.

When using Screens 01 - 03, enter the desired data and use the <NEWLINE> key to continue or use the TAB key to move between fields. Pressing the <ENTER> key indicates that the user is finished entering data to the screen and is ready to SAVE the request.

The following guidance illustrates the types of entries made in Screens 01 - 03:

Instructions are provided for every field on each screen; all fields are defined in this section for Selection 10.   When building a request, the user will not use every field on each screen, the examples are given for illustration purposes only.

SCREEN 01

Screen 01 of Selection 10 (Refer to Figure 6) contains two mandatory entries: Agency and GLA Code.

The cursor automatically moves to the USERID field and bypasses the AGENCY field. Enter your userid here. The AGENCY field is a protected field which cannot be accessed by the user. The agency number in the AGENCY field is the number recorded on the Security Table Maintenance Form for that userid.

1) **SAVE the Request:** Enter *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved.

2) **Enter REQUEST-NO:** Move the cursor to the REQUEST-NO field and enter *NEW* and press <NEWLINE>. The Wildcard cannot be used in this field. The request number identifies a particular request for the agency specified in the AGENCY field.

3) **Enter the REQUEST-TITLE:** Move the cursor to the REQUEST-TITLE field and enter a description for this request.

4) **Enter AGENCIES:** Enter the desired agency(ies) for which data is to be extracted and press <NEWLINE>. A user can only access those agencies approved for that particular user's access. The user may not use the wildcard in the Agency field. More than one accessible agency can be requested, as well as a range of accessible agencies. Use the arrow keys to move within the selection spaces. Pressing <NEWLINE> will move the user to the next field.

5) **Enter the GLA code:** Enter the desired GLA Codes and press <NEWLINE>. GLA: Three digit data element identifying which general ledger account an accounting transaction was debited and credited.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

The user may not use the wildcard (&) in the GLA field. More than one GLA, as well as a range of GLA's may be requested. In order to specify a range, the user enters the beginning and ending values in the two fields separated by the dash "-" sign. A range would be entered as 901-902, etc. Use the arrow keys to move within the selection spaces. Pressing <NEWLINE> will move the user to the next line.

6)   **Enter the COST CODE:** Enter the desired Cost Code(s) and press <NEWLINE>.

COST CODE: Three digit data element assigned by an agency to identify organizational units, geographical locations, projects, or any other classification desired.

The wildcard (&) can be used in this field to specify ALL cost codes. The correct entry if using the wildcard is &&& and press <NEWLINE>. Or, manually specify a range of ALL codes by entering: 000-999 and press <NEWLINE>. Another type of range which does not designate ALL, can be entered as shown: 123-555 and press <NEWLINE>. This action selects all the codes between the indicated range including the two values specified.

7)   **Enter the OBJ-SUBOBJ Code:** Enter the desired codes and press <NEWLINE>. If a range is indicated, the dash (-) between the two sets of numbers is not normally entered by the user; it is skipped over by pressing one of the arrow keys. The OBJECT Code may be selected without selecting the SUB-OBJECT Code.

OBJECT CODE: Two digit data element identifying the major object of expenditure.

SUB-OBJECT CODE: Two digit data element defining the minor object of expenditure.

The wildcard (&) can be used in this field to specify ALL OBJECT and SUB-OBJECT Codes by making the following entry: && && and press <NEWLINE>. If the user wants to specify all SUB-OBJECT Codes within a specific OBJECT Code, an entry could be 01 && and press <NEWLINE>.

8)   **Enter the PGM-SUB-EL Code:**   Enter the desired program, subprogram, element codes and press <NEWLINE>. The program code is three digits, space, sub-program two digits, space and element two digits. If a range is indicated, the dash (-) between the two sets of numbers is not entered by the user, it is skipped over by pressing one of the arrow keys. The PROGRAM Code may be selected without selecting the SUB-PROGRAM or ELEMENT Codes.

The wildcard (&) can be used in this field to specify ALL PROGRAM, SUB-PROGRAM and ELEMENT Codes by making the following entry: &&& && && and press <NEWLINE>. If the user wants to select ALL SUB-PROGRAM and ELEMENT Codes for a specific PROGRAM Code, the entry could be 724 && && and press <NEWLINE>.

PROGRAM CODE: Three digit data element indicating allocation of resources and expenditure information.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

SUB-PROGRAM CODE: Two digit data element indicating a sub-program within a program structure. A specific subdivision of a program.

ELEMENT: Two digit data element indicating an element within the program structure. A specific subdivision of a sub-program.

9) **Enter the FUND-DET code:** Enter the desired fund and fund detail code(s) and press <NEWLINE>. If a range is indicated, the dash (-) between the two sets of numbers is not entered by the user, it is skipped over by pressing one of the arrow keys.   The FUND Code may be selected without selecting the FUND DETAIL Code.

FUND DETAIL CODE: Two digit data element which identifies a particular sub-entity within a Fund Group.

The wildcard (&) can be used in this field to specify ALL by making the following entry: && && and press <NEWLINE>.

Invoke The SAVE Function: In Step 1, *3* was entered to initiate the SAVE function. After all entries necessary to build the request are made to Screen 01, press <ENTER> or <PF3> to EXECUTE the SAVE function for the data entered so far.

The Request Number will now display in the REQUEST-NO field and a message will display in the lower left corner: "Request Record Added."

Proceed to Screen 02 (Figure 7):

The user can proceed to Screen 02 by pressing <ENTER> key, by typing *6* and pressing <ENTER> from the Function Field, or pressing <PF6> key.

Screen 02 is used to further define the request. For example, this selection screen could be used to indicate project codes instead of cost codes.

(If the user does not want to use this screen to further define the request, select DISPLAY NEXT SCREEN by typing *6* and pressing <ENTER>, pressing <PF6> key to move to Screen 03, or pressing <ENTER> key from anywhere on the screen. Instructions for Screen 03 follow in this subtopic.)

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

SCREEN 02

Screen 02 does not contain a mandatory entry.

The function selections offered for Screen 02 are:

3 = **SAVE** - This selection allows the user to SAVE the request so that the user can later VIEW the request and/or run the request.

5 = **MENU** - This selection allows the user to return to the Master Menu Screen.

6/ENTER = **DISPLAY NEXT SCREEN** - This selection allows the user to proceed to Screen 03.

7 = **DISPLAY FIRST SCREEN** - This selection allows the user to return to Screen 01.

9 = **EXECUTE REQUEST** - This selection is used to EXECUTE the request and take the user to the dataset information screen.

```
ACTL2020            FINDS - REQUEST SUMMARY DATA - 02              S002
-------------------------------------------------------------------------
ENTER FUNCTION:   (3=SAVE, 5=MENU, 6/ENTER=DISPLAY NEXT SCREEN,
                   7=DISPLAY FIRST SCREEN, 9=EXECUTE REQUEST)


  REV-SOURCE:  _____-_____  _____-_____  _____-_____  _____-_____   _____-_____


  ORG-LEVELS:  ___ ___ ___ ___-___ ___ ___ ___  ___ ___ ___ ___-___ ___ ___ ___
               ___ ___ ___ ___-___ ___ ___ ___  ___ ___ ___ ___-___ ___ ___ ___
               ___ ___ ___ ___-___ ___ ___ ___


  PROJ-TK-PH:  _____ __ __-____ __ __  ____ __ __-____ __ __
               ____ __ __-____ __ __  ____ __ __-____ __ __
               ____ __ __-____ __ __


  MULTI-PUR :  _____-_____  _____-_____  _____-_____  _____-_____
               _____-_____
```

Figure 7 - Request Summary Data Screen 02.

If further definition of the request is desired, use the <NEWLINE> key to move to the first field of Screen 02. Otherwise, proceed to Screen 03.

1) **SAVE the Request:** Type *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved. Cursor automatically moves to the REV-SOURCE Field.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

2) **Enter REV-SOURCE:** Enter desired revenue source and press <NEWLINE>

REVENUE SOURCE: Five digit data element indicating the specific types of revenues.

If a range is indicated, the dash (-) between the two sets of numbers is not entered by the user, it is skipped over by pressing one of the arrow keys.

The wildcard can be used by entering &&&&& and press <NEWLINE> to select all Revenue Sources.

3) **Enter ORG-LEVELS:** Enter the desired organizational levels and press <NEWLINE>. The user enters from one to four levels.

ORGANIZATIONAL LEVELS: Four three-digit data elements representing organizational levels within an agency. Level 1 is the highest level within an agency's organization, level 4 is the lowest. Lower levels are not required if the user chooses to select only higher levels.

If a range is indicated, the dash (-) between the two sets of numbers is not entered by the user, it is skipped over by pressing one of the arrow keys.

The wildcard can be used in this field. To use the wildcard, type &&& and press <NEWLINE> for each Organizational Level to select, beginning with level 1.

4) **Enter PROJ-TK-PH:** Enter the desired project, task, and phase codes and press <NEWLINE>. Task and phase entries are not required if the user chooses only to select to the project level.

In order to properly use this field, an entry must be made to the PROJect field. Also, an entry cannot be made to the PHase field unless an entry is made in the Task field.

PROJECT: Unique five digit number assigned to a specific project.

TASK: Two digit data element used to differentiate between work or site oriented tasks in one project.

PHASE: Two digit data element used to differentiate between time oriented periods or other units during one project.

The wildcard (&) can be used in this field. To use the wildcard for ALL PROJECT, TASKS and PHASES type &&&&& && && and press <NEWLINE>. To select ALL TASKS and PHASES within a certain PROJECT type 12345 && && and press <NEWLINE>, and so on.

5) **Enter MULTI-PURpose Code:** Enter the desired multi-purpose code and press <NEWLINE>. This is not a required field and is an agency-use field.

MULTI-PURPOSE CODE: Six digit data element used by agencies to identify any unique agency related detail information.

To use the wildcard in this field to report all MULTI-PURPOSE Codes for that Agency, type &&&&&& and press <NEWLINE>.

6) **Invoke the SAVE Function:** In Step 1, *3* was entered in the Function Field to initiate the SAVE. After all entries necessary to build the request are made to Screen 02, press <ENTER> or <PF3> to EXECUTE the SAVE function for the data entered so far.

Now the user is ready to specify the time periods to report.

Proceed to Screen 03 (Figure 8):

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

The user can proceed to Screen 03 by pressing <ENTER>, by typing **6** and pressing <ENTER> from the Function Field, or pressing <PF6> key.

SCREEN 03

Screen 03 mandatory entry is a time period selection.

The function selections offered for Screen 03 are:

3 = SAVE - This selection allows the user to save the request so that the user can later VIEW the request and/or run the request.

5 = MENU - This selection allows the user to return to the Master Menu Screen.

6 = DISPLAY PREVIOUS SCREEN - This selection allows the user to return to Screen 02.

7 = DISPLAY FIRST SCREEN - This selection allows the user to return to Screen 01.

9 = EXECUTE REQUEST - This selection is used to EXECUTE the request and take the user to the dataset information screen.

Screen 03 is used to specify the time period for the report. Twenty-seven choices are available to the user.

```
 ACTL2020                 FINDS - REQUEST SUMMARY DATA                  S003
--------------------------------------------------------------------------------
  ENTER FUNCTION:    (3=SAVE, 5=MENU, 6=DISPLAY PREVIOUS SCREEN,
                      7=DISPLAY FIRST SCREEN, 9=EXECUTE REQUEST)

  SELECT FINANCIAL AMOUNTS BY PLACING AN "X" NEXT TO EACH  ITEM

    CURRENT YEAR              PRIOR YEAR                      PROJECT
      X Y T D                 _ Y T D THRU LAST MONTH    _ LIFE TO DATE


      _ 1 JULY               _ 1 JULY
      _ 2 AUGUST             _ 2 AUGUST
      _ 3 SEPTEMBER          _ 3 SEPTEMBER
      _ 4 OCTOBER            _ 4 OCTOBER
      _ 5 NOVEMBER           _ 5 NOVEMBER
      _ 6 DECEMBER           _ 6 DECEMBER
      _ 7 JANUARY            _ 7 JANUARY
      _ 8 FEBRUARY           _ 8 FEBRUARY
      _ 9 MARCH              _ 9 MARCH
      _ 10 APRIL             _ 10 APRIL
      _ 11 MAY               _ 11 MAY
      _ 12 JUNE              _ 12 JUNE
```

Figure 8 - Request Summary Data Screen 03.

NOTE: Refer to Figure 8 and notice that each month has a number written beside it in the CURRENT YEAR and PRIOR YEAR columns. The number represents the month of the fiscal year that corresponds with that calendar month. For example, under CURRENT YEAR YTD: 1 July, the calendar month July is the 1st month of the fiscal year. The calendar month August is the 2nd month of the fiscal year, and so forth.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

1) **Current Year:** Current Year data is always current as of the previous night's update. For current year the following time periods are available: 1) individual month's data; 2) year-to-date amounts. Select time periods to extract in the request. Each selection is a separate choice. The result is that if the current month is selected, the data will report for that month as of the last CARS update. If a previous month is selected, the data through the end of that month will report. All account balances can be obtained using this selection.

2) **Prior Year:** Prior Year data is always available as of the end of the month indicated in the selection. For prior year the following time periods are available: 1) individual month's information; 2) prior fiscal year-to-date amounts. Select time periods to extract in the request. Each selection is a separate choice. For example, if current month is April 1990, then the prior year Y-T-D reflects activity from July 1, 1988 through March 31, 1989.

Prior year only offers operating account balances such as, expenditures, revenues, and budgets (not cash accounts). Prior Y-T-D totals are cumulative through the prior month in the prior year.

3) **Project Life-to-date:** Making this selection requests data for a particular project from the inception of the project through the last CARS daily update. The data will be true life-to-date regardless of inception date of the project - the amounts carry from year to year until completion. This selection only offers operating account balances as explained in number 2 above.

1) **SAVE the Request:** Type **3** in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved. Cursor automatically moves to the Current Year YTD selection field.

2) **Select the time period to report by typing in the correct field: X** and press <NEWLINE>.

Use the <NEWLINE> or TAB key to move to the month to select by typing **X** beside the begin month.

An entry must be made on Screen 03. If the user tries to execute (<PF9> or type **9** and <ENTER>) the request without making an entry to Screen 03, the following message will display: "Select at Least One Financial Amount."

Invoke the SAVE: In Step 1, **3** was entered to initiate the SAVE function. After the date selections are made, press <ENTER> or <PF3> to EXECUTE the SAVE function for the data entered so far.

(If the request is not saved, the user cannot retrieve the request.)

The Message Line will display at the bottom of the screen: "Request Record Updated"

The user may scroll through all selection screens by using the <PF6> key or by entering **6** and pressing <ENTER> at each screen's Function Field, or by pressing <ENTER>.

300 FINDS Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

EXECUTE REQUEST AND NAME DATASET

After all data selection entries are reviewed, the user EXECUTES the request and names the dataset.

SCREEN 04

The FINDS Dataset Information Screen (Figure 9), is the dataset naming screen.

EXECUTE the Request: Type *9* and press <ENTER> or press <PF9> key. Cursor will now be in the Dataset Name Field. The execute command can take place from any screen in Selection 10. Invoking the execute command will automatically take the user to the dataset naming screen. Use the dataset naming criteria detailed in Appendix C to correctly name the dataset.

Suppress Leading Zeroes Field. Indicate whether or not leading zeros should be suppressed in the requested report by typing *Y* or *N* and pressing <ENTER> after selection to EXECUTE the Request or <NEWLINE> to Suppress Zero Rows Field. The default selection is Yes, do suppress leading zeros and no entry is required except for pressing <ENTER>.

Suppress Zero Rows Field. Indicate whether or not zero rows should be suppressed in the requested report by typing *Y* or *N* and pressing <ENTER> to EXECUTE the request. The default selection is Yes, do suppress rows where all amount fields are equal to zero. No entry is required except for pressing <ENTER> if Yes is selected by the user.

If the name entered already exists, the following message displays:
"Dataset Already Exists"

"Enter Y in Function to Replace"

"Enter N in Function to Change Dataset Name"

Type *Y* in the Function Field and press <ENTER> to Replace the old dataset with the new dataset.
Type *N* in Function Field and press <ENTER> key to change the new dataset name.

```
ACTL2002              FINDS - DATASET INFORMATION                    D001
-------------------------------------------------------------------------

  ENTER FUNCTION: _  (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)

  DATASET NAME:  _____

  SUPPRESS LEADING ZEROES: Y (Y OR N)

  SUPPRESS ZERO ROWS:      Y (Y OR N)
```

Figure 9 - Dataset Information Screen.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

Next, the system displays a message to the user:

"XX - Estimated Records for Input"

"Enter Y in Function to Continue With the Request"

"Enter N in Function to Return to Previous Screen"

The "XX - Estimated Records for Input" is an estimate of the number of records that FINDS will read to extract the requested information. This estimate is provided as a prompt to the user to re-check the selection criteria if the number of records looks incorrect.

Type **N** in the Function field and press <ENTER> to end the request and return to the Previous Screen. Type **Y** in the Function field and press <ENTER> to continue the request.

If no records meet the selection criteria, the message displays: "No records met selection criteria" and the user is returned to the previous screen.

When the request is complete, the user is returned to the Master Menu and a message displays indicating the number of records written to the new dataset.

A new dataset is now created and ready for a Miscellaneous Function: View, Create Lotus Formatted Dataset, or Print Dataset. Remember that the file must be used on the same day it is created due to the daily DIT "clean-up." Or, the user may prefer to Download the Dataset.

USING THE DATASET

Miscellaneous contains detailed instructions on using the dataset after it is created. Selections offered are: View, Create Lotus Formatted Dataset, and Print.

Download contains detailed instructions on how to download the dataset created in FINDS. The download process occurs outside the FINDS environment.

SAMPLE SUMMARY DATA ENTRIES

Many types of data combinations can be used when building a request using FINDS. In our sample scenario, we will build a Summary Data Request for Agency 151 (DOA), GLA Codes 901 and 902 (Expenditures and Expenditure Refunds), Cost Code 984 (Database Administration), OBJECT-SUBOBJ Codes 12 23 (Conventions and Education), for March which is the current fiscal month. In this particular sample, Screens 01 and 03 will be used and Screen 02 will be by-passed because it does not contain fields we need for the data selection.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

Screen 01:

The screen shown in Figure 10 contains the required entries to build the request.

```
 ACTL2020              FINDS - REQUEST SUMMARY DATA - 01                 S001
-------------------------------------------------------------------------------
 ENTER FUNCTION:   (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                    6/ENTER=GO TO SECOND SCREEN, 9=EXECUTE REQUEST)

 AGENCY: 151  USERID: act1000_  REQUEST-NO: 002
             TITLE:  Extract Travel Transactions_____
 AGENCIES  : 151-___   ___-___   ___-___   ___-___   ___-___

 GLA       : 901-902   ___-___   ___-___   ___-___   ___-___

 COST CODE : 984-___   ___-___   ___-___   ___-___   ___-___

 OBJ-SUBOBJ: 12 23-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
             __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
             __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
             __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __


 PGM-SUB-EL: ___ __ __-___ __ __  __ __ __-___ __ __  __ __ __-___ __ __
             ___ __ __-___ __ __  __ __ __-___ __ __

 FUND-DET  : __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
```

Figure 10 - Sample Request Summary Data Screen 01.

The process to build Screen 01 is as follows:

1) **SAVE the Request:** Type *3* in the Function Field

2) **Enter REQUEST-N0:** *NEW* and press <NEWLINE>

3) **Enter AGENCY:** *151* and press <NEWLINE>

4) **Enter GLA Code:** *901*-*902* and press <NEWLINE>

5) **Enter COST CODE:** *984* and press <NEWLINE>

6) **Enter the OBJ-SUBOBJECT Code:** *12 23* and press <NEWLINE>

7) **EXECUTE the SAVE:** Press <ENTER>

Skip Screen 02 and proceed to Screen 03 to complete the selection.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

Screen 03:

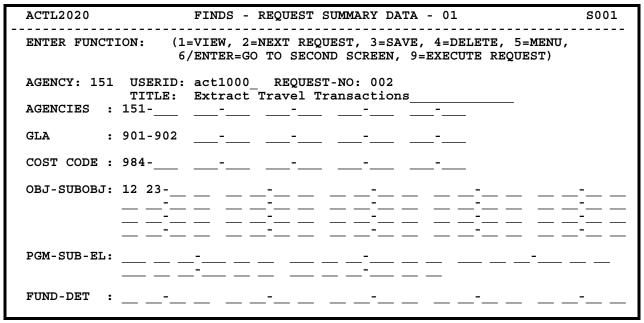The screen shown in Figure 11 contains the required entries to build the request.

The process to build Screen 03 is as follows:

1) **SAVE the REQUEST:** Type *3* in the Function Field

2) **Select Current Year:** Type *X* in the Current YTD Field

<NEWLINE> to the ___9 MARCH field and place an *X* in that field, also.

3) **EXECUTE the SAVE:** press <ENTER>

```
ACTL2020              FINDS - REQUEST SUMMARY DATA              S003
--------------------------------------------------------------------
 ENTER FUNCTION:   (3=SAVE, 5=MENU, 6=DISPLAY PREVIOUS SCREEN,
                     7=DISPLAY FIRST SCREEN, 9=EXECUTE REQUEST)

 SELECT FINANCIAL AMOUNTS BY PLACING AN "X" NEXT TO EACH  ITEM

   CURRENT YEAR              PRIOR YEAR                  PROJECT
    X Y T D                   _ Y T D THRU LAST MONTH   _ LIFE TO DATE

    _ 1 JULY                  _ 1 JULY
    _ 2 AUGUST                _ 2 AUGUST
    _ 3 SEPTEMBER             _ 3 SEPTEMBER
    _ 4 OCTOBER               _ 4 OCTOBER
    _ 5 NOVEMBER              _ 5 NOVEMBER
    _ 6 DECEMBER              _ 6 DECEMBER
    _ 7 JANUARY               _ 7 JANUARY
    _ 8 FEBRUARY              _ 8 FEBRUARY
    X 9 MARCH                 _ 9 MARCH
    _ 10 APRIL                _ 10 APRIL
    _ 11 MAY                  _ 11 MAY
    _ 12 JUNE                 _ 12 JUNE
```
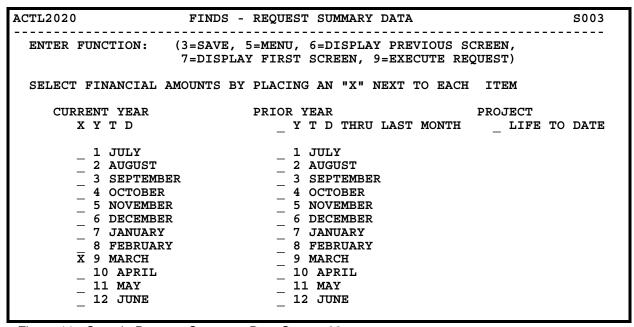
Figure 11 - Sample Request Summary Data Screen 03.

Press <PF9> key or type *9* and press <ENTER> from the Function Field to execute the request and proceed to the dataset naming screen.

Screen 04:

The screen shown in Figure 12 illustrates one method of naming a dataset. We chose in our sample to suppress leading zeroes and zero rows.

300 Master Menu Functions (Continued)

301 Selection 10 - Extract Summary Data by Accounting Code (Continued)

The process to build Screen 04 is as follows:

1) **EXECUTE REQUEST:** Type **9** in Function Field and press <ENTER>.

2) **Press <NEWLINE> to move to Suppress Leading Zeroes Field and enter:** **Y** to make selection. We accept the default of Yes so an entry is not required.

3) **Press <NEWLINE> to move to Suppress Zero Rows Field.** We accept the default of Yes so an entry is not required.

4) **Press <ENTER> to complete the transaction.**

5) A message displays indicating the number of records for input. Enter **Y** and press <ENTER> to proceed and return to the Master Menu.

6) The count of records written to the dataset will now display on the Master Menu Screen.

```
ACTL2002              FINDS - DATASET INFORMATION                    D001
-------------------------------------------------------------------------

ENTER FUNCTION: _  (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)


  DATASET NAME: ACT1000.EXTRACT.TRAVEL

  SUPPRESS LEADING ZEROES: Y (Y OR N)

  SUPPRESS ZERO ROWS:      Y (Y OR N)

         4  - ESTIMATED RECORDS FOR INPUT



  ENTER Y IN FUNCTION TO CONTINUE WITH THE REQUEST
  ENTER N IN FUNCTION TO RETURN TO PREVIOUS SCREEN
```
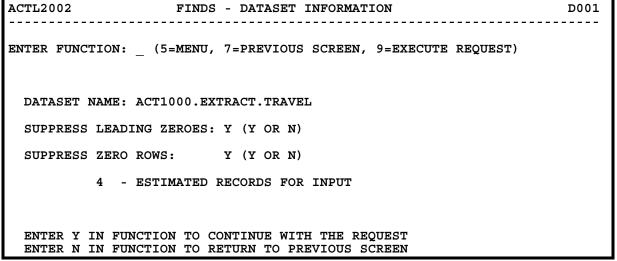
Figure 12 - Sample Dataset Information Screen 03.

The request is now ready to be viewed, printed, or downloaded.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code

This selection gives information on specific line items comprising an account balance. For example, to see specific information on the line items which make up an account balance reported in Selection 10 - Summary Data, Selection 11 is used to build the report. The user is able to select a group of transactions by various combinations of accounting codes. After all transactions are selected, the request is executed and the report is written to the dataset and stored on the work pack.

There are four screens in Selection 11. Three screens are selection screens which build the request and specify date ranges or fiscal year and month. The fourth screen is a dataset naming screen.

During the processing of the request for Selection 11, the number of records being processed display on the screen. The first count is an estimate of the number of records which will be **read** during the building of the request and displays on the dataset naming screen. The second count is the number of records that are actually **written** to the dataset and displays on the Master Menu.

A wildcard selection tool is **not** available in Selection 11 because ALL is implied in Selection 11. The wildcard in Selection 10 is provided to give you the ability to obtain all breakdowns of a balance. However, transactions have only one level because it is the lowest level of detail.

TO ACCESS EXTRACT DETAILED TRANSACTION BY ACCOUNTING CODE:

Enter the Selection Number in the Function Field of the Master Menu: type *11* and press <ENTER> or use the <PF11> key. The FINDS - Request Accounting Data Screen 01 as illustrated in Figure 13 will display.

SCREEN 01

The function selections offered for Screen 01 are:

1 = **VIEW** - This selection allows the user to view a previously saved request.

2 = **NEXT REQUEST** - This allows the user to VIEW the next sequential request after viewing a request.

3 = **SAVE** - This selection allows the user to save the request so that the user can later VIEW the request and/or run the request.

4 = **DELETE** - This selection allows the user to delete the specified request. In order to perform a delete function, the user must first VIEW the request.

5 = **MENU** - This selection allows the user to return to the Master Menu Screen.

6/ ENTER = **GO TO SECOND SCREEN** - This selection allows the user to proceed to Screen 02 after the required entries are made to Screen 01.

9 = **EXECUTE REQUEST** - This selection is used to EXECUTE the request and take the user to the dataset information screen.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

SPECIFY THE REQUEST

Using Selection 11, you can specify a request by two methods: 1) view an existing request, and 2) build a completely new request.

Specify Existing Request

If the REQUEST-NO is not known select <u>VIEW</u> from the Screen 01 Function Field by typing **1** and pressing <ENTER> or pressing <PF1> key. Then, view the first sequential request which is saved in FINDS for that userid. To sequentially view the request records for your userid, select NEXT REQUEST by typing **2** and pressing <ENTER> or pressing <PF2> key to scroll each request sequentially.

If the REQUEST-NO is known select <u>VIEW</u> from the Screen 01 Function Field by typing **1**. Then, enter the request number in the REQUEST-NO field and press <ENTER>. The request displays. To sequentially view all the records for your userid which are numbered after the REQUEST-NO, select NEXT REQUEST by typing **2** and pressing <ENTER> or pressing <PF2> key to scroll each request sequentially.

If you wish to view a request developed by another user, you must enter a **1** in the function, enter that person's userid in the USERID field and the appropriate request number in the REQUEST-NO field and then press <ENTER>. Once you view the request, save it (enter **3** in the function) under your userid by changing the USERID field to reflect your userid code and changing the REQUEST-NO field to NEW and pressing <ENTER>. You may not save a request to another person's userid.

Specify New Request

In order to Specify New Request, create and build the new request. Screen 01 contains fields for: Access AGENCIES (for those agencies which have access to their own and other agencies' data), GLA, COST-CODE, OBJect-SUBOBJect, ProGraM-SUBprogram-Element, and FUND-DETail.

Screen 02 allows you to further define the request. The following fields are offered in Screen 02: REVenue-SOURCE, ORGanization-LEVELS, PROJect-TasK-PHase, and MULTIple-PURpose code.

Screen 03 allows you to define the time period for the request, as well as provide a selection of actual line items within the account balance (transactions) to report.

When using Screens 01 - 03, you are is able to enter the desired data and use the <NEWLINE> key to continue or use the TAB key to move between fields. Pressing the <ENTER> key indicates that the user is finished entering data to the screen and is ready to SAVE the request.

The following guidance is provided to the user to illustrate the types of entries made in Screens 01 - 03:

This selection can be used to build a detail report based on data reported when using Selection 10 (previous section). Sample entries are shown for every field on each screen; all fields are defined in this Section or in **Appendix G**. When building an actual request, the user will not use every field on each screen, the examples are given for illustration purposes only.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

SCREEN 01

From Screen 01 of Selection 11 (Refer to Figure 13):

Screen 01 contains two mandatory entries: Agency and GLA Code

```
 ACTL2001            FINDS - REQUEST ACCOUNTING DATA - 01            S001
-------------------------------------------------------------------------------
 ENTER FUNCTION:   (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                    6/ENTER=GO TO SECOND SCREEN, 9=EXECUTE REQUEST)

 AGENCY: 151  USERID: _____   REQUEST-NO: ___
             TITLE:  _____
 AGENCIES  : ___-___   ___-___   ___-___   ___-___   ___-___

 GLA       : ___-___   ___-___   ___-___   ___-___   ___-___

 COST CODE : ___-___   ___-___   ___-___   ___-___   ___-___

 OBJ-SUBOBJ: __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
             __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
             __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
             __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __

 PGM-SUB-EL: ___ __ __-___ __ __  __ __ __-___ __ __  __ __ __-___ __ __
             ___ __ __-___ __ __  __ __ __-___ __ __

 FUND-DET  : __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
```

Figure 13 - FINDS Request Accounting Data Screen 01.

1) **Save the Request:** Enter *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved.

The cursor automatically moves to the USERID field and bypasses the AGENCY field. The AGENCY field is a protected field and cannot be accessed. The agency number in the AGENCY field is the number recorded on the Security Table Maintenance Form for that userid. You must use your own userid to create a new request.

2) **Enter REQUEST-NO:** Type *NEW* and press <NEWLINE>. The request number identifies a particular request for the agency specified in the AGENCY field.

3) **Enter AGENCIES:** Enter the desired agency(ies) for which data is to be extracted and press <NEWLINE>. A user can only access those agencies approved for that particular user's access. More than one accessible agency can be requested, as well as a range of accessible agencies. Use the arrow keys to move within the selection spaces. Pressing <NEWLINE> will move you to the next field.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

4) **Enter the GLA code:** Enter the desired GLA Codes and press <NEWLINE>.

GLA: Three digit data element identifying which general ledger account an accounting transaction was debited and credited.

More than one GLA, as well as a range of GLA's may be requested. In order to specify a range, enter the beginning and ending values in the two fields separated by the dash "-" sign. A range would be entered as 901-902, etc. Use the arrow keys to move within the selection spaces. Pressing <NEWLINE> will move you to the next line.

5) **Enter the COST CODE:** Enter the desired Cost Code(s) and press <NEWLINE>.

COST CODE: Three digit data element assigned by an agency to identify organizational units, geographical locations, projects, or any other classification desired.

You can specify a range of ALL codes by entering: 000-999 and press <NEWLINE>. Another type of range which does not designate ALL, can be entered as shown: 123-555 and press <NEWLINE>. This action selects all the codes between the indicated range including the two values specified.

6) **Enter the OBJ-SUBOBJ code:** Enter the desired codes and press <NEWLINE>. If a range is indicated, the dash (-) between the two sets of numbers is not entered by the user, it is skipped over by pressing one of the arrow keys. The OBJECT Code may be selected without selecting a SUB-OBJECT Code.

OBJECT CODE: Four-digit data element identifying the major object of expenditure.

SUB-OBJECT CODE: Two-digit data element defining the minor object of expenditure.

7) **Enter the PGM-SUB-EL code:** Enter the desired program, subprogram, element codes and press <NEWLINE>. The program code is three digits, space, sub-program is two digits, space and element is two digits. If a range is indicated, the dash (-) between the two sets of numbers is not entered by the user, it is skipped over by pressing one of the arrow keys. The PROGRAM Code may be selected without selecting SUB-PROGRAM or ELEMENT Codes.

PROGRAM CODE: Three-digit data element indicating allocation of resources and expenditure information.

SUB-PROGRAM CODE: Two-digit data element indicating a sub-program within a program structure. A specific subdivision of a program.

ELEMENT: Two-digit data element indicating an element within the program structure. A specific subdivision of a program.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

8) **Enter the FUND-DET code:** Enter the desired fund and fund detail code(s) and press <NEWLINE>. If a range is indicated, the dash (-) between the two sets of numbers is not entered by the user, it is skipped over by pressing one of the arrow keys. The FUND Code may be selected without selecting a FUND DETAIL Code.

FUND: Two digit data element which identifies the major fund group associated with a transaction. (AKA FUND GROUP)

FUND DETAIL CODE: Two digit data element which identifies a particular sub-entity within a Fund Group.

9) **Invoke the SAVE Function:** In Step 1, a *3* was entered to initiate the SAVE function. After all entries necessary to build the request are made to Screen 01, press <ENTER> to EXECUTE the SAVE function for the data entered so far.

The Request Number will now display in the REQUEST-NO field and a message will display in the lower left corner, "Request Record Added."

Proceed to Screen 02 (Figure 14):

Proceed to Screen 02 by pressing <ENTER> key, by typing *6* and pressing <ENTER> from the Function Field, or pressing <PF6> key.

Screen 02 is used to further define the request. For example, this selection screen could be used to indicate project codes instead of cost codes.

(If you do not want to use this screen to further define the request, select DISPLAY NEXT SCREEN by typing *6* and pressing <ENTER>, pressing <PF6> key to move to Screen 03, or pressing <ENTER> key from anywhere on the screen.)

SCREEN 02

Screen 02 does not contain a mandatory entry.

```
 ACTL2001            FINDS - REQUEST ACCOUNTING DATA - 02            S002
------------------------------------------------------------------------
 ENTER FUNCTION:   (3=SAVE, 5=MENU, 6/ENTER=DISPLAY NEXT SCREEN,
                    7=DISPLAY FIRST SCREEN, 9=EXECUTE REQUEST)
 REV-SOURCE: _____-_____ _____-_____ _____-_____ _____-_____  _____-_____

 ORG-LEVELS: ___ ___ ___  -___ ___ ___ ___ ___ ___  ___-___ ___ ___ ___
             ___ ___ ___ ___-___ ___ ___ ___ ___ ___ ___-___ ___ ___ ___
             ___ ___ ___  -___ ___ ___ ___
 PROJ-TK-PH: _____ __ __ -_____ __ __  _____ __ __-_____ __ __
             _____ __ __ -_____ __ __  _____ __ __-_____ __ __
             _____ __ __ -_____ __ __
 MULTI-PUR : _____-_____ _____-_____  _____-_____  _____-_____
             _____-_____
```

Figure 14 - FINDS Request Accounting Data Screen 02.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

The function selections offered for Screen 02 are:

3 = **SAVE** - This selection allows you to SAVE the request so that the user can later VIEW the request and/or run the request.

5 = **MENU** - This selection allows you to return to the Master Menu Screen.

6/ENTER = **DISPLAY NEXT SCREEN** - This selection allows you to proceed to Screen 03.

7 = **DISPLAY FIRST SCREEN** - This selection allows you to return to Screen 01.

9 = **EXECUTE REQUEST** - This selection is used to EXECUTE the request and take the user to the dataset information screen.

1) **SAVE the Request:** Type *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved. Cursor automatically moves to the REV-SOURCE Field.

2) **Enter REV-SOURCE:** Enter the desired revenue source codes and press <NEWLINE>.

REVENUE SOURCE: Five-digit data element indicating the specific types of revenues.

If a range is indicated, the dash (-) between the two sets of numbers is not entered and it is skipped by pressing one of the arrow keys.

3) **Enter ORG-LEVELS:** Enter the desired organizational codes and press <NEWLINE>. In the example, four levels were selected. The user enters from one to four levels.

ORGANIZATIONAL LEVELS: Three-digit data elements representing organizational levels within an agency. Level 1 is the highest level within an agency's organization, level 4 is the lowest. Lower levels are not required you choose to select only higher levels.

If a range is indicated, the dash (-) between the two sets of numbers is not entered and is skipped by pressing one of the arrow keys.

4) **Enter PROJ-TK-PH:** Enter the desired project, task and phase codes and press <NEWLINE>. TASK and PHASE entries are not required if the user chooses only to select to the project level.

To properly use this field, an entry must be made to the PROJect field. Also, an entry cannot be made to the PHase field unless an entry is made in the Task field.

PROJECT: Unique five-digit number assigned to a specific project.

TASK: Two-digit data element used to differentiate between work or site oriented tasks in one project.

PHASE: Two-digit data element used to differentiate between time oriented periods or other units during one project.

5) **Enter MULTI-PURpose Code:** Enter the desired multi-purpose codes and press <NEWLINE>. This is not a required field and is an agency-use field.

MULTI-PURPOSE CODE: Six-digit data element used by agencies to identify any unique agency-related detail information.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

6) **Invoke The SAVE Function:** In Step 1, a *3* was entered to initiate the SAVE function. After all entries necessary to build the request are made to Screen 02, press <ENTER> or <PF3> to EXECUTE the SAVE function for the data entered so far.

Now the user is ready to specify the data elements and date range or fiscal month for the selection of data.

Proceed to Screen 03: Proceed to Screen 03 by pressing <ENTER> key, and type *6* and press <ENTER> from the Function Field, or press <PF6> key.

SCREEN 03

Screen 03 mandatory entry is a date range or time period to report selection and data elements to report.

The function selections offered for Screen 03 are:

3 = **SAVE** - This selection saves the request so that the user can later VIEW the request and/or run the request.

5 = **MENU** - This selection returns to the Master Menu Screen.

6 = **DISPLAY PREVIOUS SCREEN** - This selection returns to Screen 02.

7 = **DISPLAY FIRST SCREEN** - This selection returns to Screen 01.

9 = **EXECUTE REQUEST** - This selection is used to EXECUTE the request and take you to the dataset information screen.

```
                      FINDS  -  REQUEST ACCOUNTING DATA
---------------------------------------------------------------------------------
   ENTER FUNCTION:   (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN
                        9=EXECUTE REQUEST)

             PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

    X AGENCY/GLA/FM/TRANS-AMOUNT/BATCH-ID _ GL-ACCTS(1-8) IN ONE COLUMN
    X AGY-VOUCH-DATE        X COST-CODE        ORG-LEVEL  _ 1  _ 2  _ 3  _ 4
    X PROGRAM               X SUB-PGM       X ELEMENT
    X PROJECT               _ TASK           _ PHASE
    1 FUND/FD-DET           2 VENINVNM/DAT   X INVOICE DESCRIPTION
    1 OBJ/SUBOBJ            _ SUB-ACCT-NO    X REV-SOURCE
    _ MULTI-PURPOSE         X VENDOR-NAME    _ VENDOR ID
    X AGY-LIST-NO           _ REF-DOC-NO     X AGY-VOUCH-NO
    _ CUR-DOC-NO            _ FIPS/PSD       X DUE-DATE
    X MIN-BUS-IND           X TRANS-CODE     _ PROCESS-DATE
    _ CHECK DATE/NUMBER     X DR-CR-AGENCY   _ NET AMOUNT
    X 1099-REPT-IND         X AGY-REF-NO     _ GL-ACCTS(1-8) IN SEPERATE COLS
    FM: _ 1 _ 2 _ 3 _ 4 X 5 _ 6 _ 7 _ 8 _ 9 _ 10 _ 11 _ 12
    DATE-RANGE:  _____-_____
```

Figure 15 - FINDS Request Accounting Data Screen 03.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

Screen 03 is used to select data elements to display in the request, as well as the date range or fiscal month to report. The selection process for Screen 03 involves: 1) selecting the data elements to display, and 2) selecting the time period in either a date range or by fiscal month to report.

1) **SAVE the Request:** Enter *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved. The cursor automatically moves to the GL-ACCTS (1-8) IN ONE COLUMN. The AGY/GLA/FM/TRANS - AMOUNT/BATCH ID field is automatically selected by the system.

(If the request is not saved, you cannot retrieve the request.)

2) **Select the data elements:** To select the data elements to display in the request, enter an **X** in the space next to each selected element and press <NEWLINE> or TAB to continue to another field. The data elements "FUND/FD-DET" and "OBJ/SUBOBJ" offer users the ability to access both data elements "FUND" and "FD-DET" by entering **X** or accessing only the first data element "FUND" by entering a *1*. The data element "VENINVNM/DAT" offers users the ability to access both data elements by entering an **X** or accessing only "VENINVNM" by entering a *1* or accessing only "DAT" by entering a *2*.

3) **Select the time period or fiscal months:** To select the date range to report, enter the desired range (020990-061090) or specific date (020990) and press <NEWLINE> to continue or <ENTER> to Invoke the SAVE. To select the Fiscal Month (FM 1-12) to report, enter **X** by the desired fiscal month and press <NEWLINE> to continue or <ENTER> to Invoke the SAVE. A time period and fiscal month cannot be selected in the same request.

NOTE: Refer to Figure 15 and note that each Fiscal Month (FM) is represented by a numeric value from 1 - 12. For example, FM 1 is July which is the 1st month of the Fiscal Year. FM 2 is August which is the 2nd month of the Fiscal Year.

Refer to Figure 15, Request Accounting Data Screen 03, for the data elements available for selection. An explanation is provided for all data elements in Appendix G.

AGY/GLA/FM/TRANS-AMOUNT/BATCH-ID: This data element is an automatic selection by the system and an "X" will displays in this field. It automatically selects: Agency, GLA Codes, Fiscal Month, Transaction Amount, and Batch ID.

The following fields are available for time period or fiscal month selection:

FM: This field indicates fiscal month to report. The numerals represent the fiscal month, such as 1 = July, 2 = August, 3 = September, etc. One month can be selected or all 12.

DATE-RANGE: A date can be entered MMDDYY or a range can be entered MMDDYY - MMDDYY. For example, 091090 and press <NEWLINE>.

4) **Invoke the SAVE:** In Step 1, *3* was entered in the Function Field to initiate the SAVE. After all desired selections are made on Screen 3, press <ENTER> or <PF3> to EXECUTE the SAVE for the data entered.

The Message Line will display at the bottom of the screen: "Request Record Updated"

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

The user may scroll through all selection screens by using the <PF6> key or by entering *6* and pressing <ENTER> at each screen's Function Field.

EXECUTE REQUEST AND NAME DATASET

After all data selection entries are reviewed, the user EXECUTES the request and names the dataset.

SCREEN 04

The FINDS Dataset Information Screen (Figure 16), is the dataset naming screen.

EXECUTE The Request: Type *9* and press <ENTER> or press <PF9> key. Cursor is now in the Dataset Name Field. The execute command can take place from any screen in Selection 11. Invoking the execute command will automatically take the user to Screen 04 to name the dataset. Use the dataset naming criteria detailed in **Appendix C** to correctly name the dataset.

Suppress Leading Zeroes Field. Indicate whether or not leading zeros should be suppressed in the requested report by typing *Y* or *N* and press <ENTER> after selection to EXECUTE the Request. The default selection is Yes, *Do suppress leading zeros*. No entry is required except to press <ENTER> if Yes is selected.

```
ACTL2003                FINDS - DATASET INFORMATION                      D001
-----------------------------------------------------------------------------

  ENTER FUNCTION: _  (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)



  DATASET NAME:   _____

  SUPPRESS LEADING ZEROES: Y (Y OR N)

```

Figure 16 - Dataset Information Screen.

If the name entered already exists, the following message displays:

"Dataset Already Exists"

"Enter Y in Function to Replace"

"Enter N in Function to Change Dataset Name"

Type *Y* in Function Field and press <ENTER> key to Replace the old dataset with the new dataset.
Type *N* in Function Field and press <ENTER> key to change the new dataset name.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

Next, the system displays a message to the user:

"XX - Classification Combinations With Transactions Have Been Selected"

"Enter Y in Function to Continue With the Request"

"Enter N in Function to Return to Previous Screen"

The "XX - Classification Combinations With Transactions Have Been Selected" is an estimate of the number of records that FINDS will read to extract the requested information. This estimate is provided as a prompt to re-check the selection criteria if the number of records looks incorrect.

Type **N** in the Function field and press <ENTER> to end the request and return to the Previous Screen. Type **Y** in the Function field and press <ENTER> to continue the request.

If no records meet the selection criteria, the message displays: "No records met selection criteria" and the user is returned to the previous screen.

When the request is complete, the user is returned to the Master Menu and a message displays indicating the number of records written to the new dataset.

A new dataset request is now created and ready for a Miscellaneous Function: View, Create Lotus Formatted Dataset, or Print Dataset. The file must be used on the same day it is created due to the daily DIT "clean-up." Or, the user may prefer to Download the Dataset.

USING THE DATASET

Miscellaneous contains detailed instructions on using the dataset after it is created and saved. Selections offered are: View, Create Lotus Formatted Dataset, and Print.

Download contains detailed instructions on how to download the dataset created in FINDS. The download process occurs outside the FINDS environment.

SAMPLE DETAILED FINANCIAL TRANSACTIONS BY ACCOUNTING CODE ENTRIES

Selection 11 offers the user detailed information about financial transactions by accounting code. In our sample, we will expand on the information found in Selection 10 sample. The Information gathered in Selection 10 regarding cost code 984 is detailed next about a specific transaction within cost code 984. The Agency is still 151 (DOA), the GLA Codes are 901 and 902, the Cost Code 984, the Obj-Subobject codes are 12 23, and the date is March 1990 which is the current year to date information.

To extract the transactions which showed up in March, enter that information in Selection 11 and find out: who the vendors were for the transactions, what the check numbers were for the payment of the invoices, the date of the check payments, the amount of each payment, and the agency voucher numbers. Use Screens 01 and 03 to select the data elements and by-pass Screen 02 because it does not contain fields we need for the data selection.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

Screen 01:

The screen shown in Figure 17 contains the required entries to build the request.

```
 ACTL2001            FINDS - REQUEST ACCOUNTING DATA - 01              S001
-------------------------------------------------------------------------------
 ENTER FUNCTION: 3 (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                    6/ENTER=GO TO SECOND SCREEN, 9=EXECUTE REQUEST)

 AGENCY: 151  USERID: ACT1000_  REQUEST-NO: NEW
             TITLE:  Detail Transaction for cco 984_____
 AGENCIES  : 151-___   ___-___   ___-___   ___-___   ___-___

 GLA       : 901-902   ___-___   ___-___   ___-___   ___-___

 COST CODE : 984-___   ___-___   ___-___   ___-___   ___-___

 OBJ-SUBOBJ: 12 23-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
                   __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
                __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __
                __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __  __ __-__ __

 PGM-SUB-EL: ___ __  __-__ __  __ __  __ __-__ __  __ __  __ __-__ __  __ __
                 __ __  __-__ __  __ __  __ __-__ __  __ __

 FUND-DET  : __  __-__ __  __ __  __ __-__ __  __ __  __ __-__ __  __ __
```

Figure 17 - Sample FINDS Request Accounting Screen 01.

The process to build Screen 01 is as follows:

1) **SAVE the Request:** Type *3* in the Function Field

2) **Enter REQUEST-NO:** *NEW* and press <NEWLINE>

3) **Enter AGENCY:** *151* and press <NEWLINE>

4) **Enter GLA Code:** *901-902* and press <NEWLINE>

5) **Enter COST CODE:** *984* and press <NEWLINE>

6) **Enter OBJ-SUBOBJECT CODE:** *12 23* and press <NEWLINE>

7) **EXECUTE the SAVE:** Press <ENTER>

Skip Screen 02 by pressing <ENTER> or type *6* in Function Field and press <ENTER>.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

Screen 03:

The screen shown in Figure 18 contains the required entries to build the request.

```
                    FINDS  -  REQUEST ACCOUNTING DATA
--------------------------------------------------------------------------------
  ENTER FUNCTION:   (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN
                        9=EXECUTE REQUEST)

            PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

   X AGENCY/GLA/FM/TRANS-AMOUNT/BATCH-ID _ GL-ACCTS(1-8) IN ONE COLUMN
   X AGY-VOUCH-DATE      X COST-CODE       ORG-LEVEL _ 1 _ 2 _ 3 _ 4
   X PROGRAM             X SUB-PGM        X ELEMENT
   X PROJECT             _ TASK           _ PHASE
   1 FUND/FD-DET         2 VENINVNM/DAT   X INVOICE DESCRIPTION
   1 OBJ/SUBOBJ          _ SUB-ACCT-NO    X REV-SOURCE
   _ MULTI-PURPOSE       X VENDOR-NAME    _ VENDOR ID
   X AGY-LIST-NO         _ REF-DOC-NO     X AGY-VOUCH-NO
   _ CUR-DOC-NO          _ FIPS/PSD       X DUE-DATE
   X MIN-BUS-IND         X TRANS-CODE     _ PROCESS-DATE
   _ CHECK DATE/NUMBER   X DR-CR-AGENCY   _ NET AMOUNT
   X 1099-REPT-IND       X AGY-REF-NO     _ GL-ACCTS(1-8) IN SEPERATE COLS
FM: _ 1 _ 2 _ 3 _ 4 _ 5 _ 6 _ 7 _ 8 X 9 _ 10 _ 11 _ 12
DATE-RANGE:  _____-_____
```
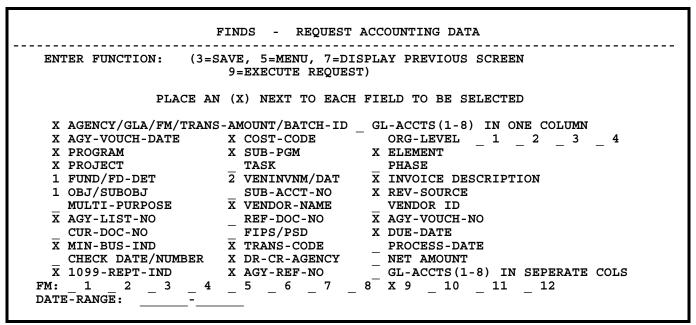
Figure 18 - Sample FINDS Request Accounting Screen 03.

The process to build Screen 03 is as follows:

1) **SAVE the REQUEST:** Type *3* in the Function Field

2) **Select the data elements:** To select the data elements to display in the request, enter an **X** in the space next to each selected element and press <NEWLINE> or TAB to continue to another field. The data elements "FUND/FD-DET" and "OBJ/SUBOBJ" offer users the ability to access both data elements "FUND" and "FD-DET" by entering **X** or accessing only the first data element "FUND" by entering a *1*. The data element "VENINVNM/DAT" offers users the ability to access both data elements by entering an **X** or accessing only "VENINVNM" by entering a *1* or accessing "DAT" by entering a *2*.

3) **Select Date:** Place an **X** in FM __9 (March is 9th fiscal month of current year).

4) **EXECUTE the SAVE:** press <ENTER>

Press <PF9> key or type *9* and press <ENTER> from Function Field to execute the request and to proceed to the dataset naming screen.

Screen 04:

The screen shown in Figure 19 illustrates one method of naming a dataset. The sample suppresses leading zeroes.

300 Master Menu Functions (Continued)

302 Selection 11 - Extract Detailed Transactions by Accounting Code (Continued)

The process to build Screen 04 is as follows:

1) **EXECUTE REQUEST:** Type *9* in Function Field and press <ENTER>

2) Press <ENTER> to complete the transaction. We accept Yes as the default to Suppress Leading Zeroes so an entry is not required.

3) A message displays indicating the number of records for input. Enter *Y* and press <ENTER> to proceed and return to the Master Menu.

4) The record count of records written to the dataset will now display on the Master Menu Screen.

```
ACTL2003               FINDS - DATASET INFORMATION               D001
-----------------------------------------------------------------------

  ENTER FUNCTION: 9 (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)


  DATASET NAME: act1000.extract.cco984_____

  SUPPRESS LEADING ZEROES: Y (Y OR N)
```

Figure 19 - Sample Dataset Information Screen.

The request is now ready to be viewed, printed, or downloaded.

303 Selection 12 - Extract Detailed Transaction By Batch Or Process Date

This selection gives information on three types of transaction selection criteria:

1. All transactions in a specifc batch or range of batches.

2. Transactions by an agency and post date or date range. For example, all transactions which posted between March 1 and March 8, 1990, for a specific agency.

3. Transactions posted by a selection combination of agency/post date/batch type. For example, all transactions for Agency DOA (151), for the month of March 1990 (030190-033190), for travel (batch type 2).

There are three screens in Selection 12. Two are selection screens which build the request and one is a dataset naming screen used by all Request Record Maintenance functions.

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

During the processing of the request for Selection 12, the number of records being processed displays on the screen. The first count is an estimate of the number of records which will be **read** during the building of the request and displays on the dataset naming screen. The second count is the number of records that are actually **written** to the dataset and displays on the Master Menu.

A wildcard tool is **not** available in Selection 12 because ALL is implied in Selection 12. The wildcard in Selection 10 is provided to give the ability to obtain detail on a balance. However, transactions have only one level because it is the lowest level of detail.

TO ACCESS DETAILED FINANCIAL TRANSACTIONS BY BATCH OR PROCESS DATE:

Enter the Selection Number in the Function Field of the Master Menu: Type *12* and press <ENTER> or use the <PF12> key. The FINDS Transaction Selection-Batch Data Screen 01 illustrated in Figure 20 will display.

SCREEN 01

The function selections offered for Screen 01 are:

1 = **VIEW** - This selection allows the user to view a previously saved request.

2 = **NEXT REQUEST** - This allows the user to VIEW the next sequential request after viewing a request.

3 = **SAVE** - This selection saves the request so that the user can later VIEW the request and/or run the request.

4 = **DELETE** - This selection deletes the specified request. In order to perform a delete function, the user must first VIEW the request.

5 = **MENU** - This selection returns to the Master Menu Screen.

6/ENTER = **DISPLAY 2ND SCREEN** - This selection proceeds to Screen 02 after the required entries are made to Screen 01.

9 = **EXECUTE REQUEST** - This selection EXECUTES the request and move to the dataset information screen.

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

SPECIFY THE REQUEST

Using Selection 12, specify a request by two methods: 1) view an existing request, and 2) build a completely new request.

Specify Existing Request

If the REQUEST-NO is known, select VIEW from the Screen 01 Function Field by typing *1* and pressing <ENTER> or pressing <PF1> key. Then, view the first sequential request which is saved in FINDS for that agency. To sequentially view the request for your userid, select NEXT REQUEST by typing *2* and pressing <ENTER> or pressing <PF2> key to scroll each request sequentially.

If the REQUEST-NO is known, select VIEW from the Screen 01 Function Field by typing *1* and press <ENTER> or press <PF1> key. Then, enter the request number in the REQUEST-NO field and press <ENTER>. The request displays. To sequentially view all the records for your userid, select NEXT REQUEST by typing *2* and press <ENTER> or press <PF2> key to scroll each request sequentially.

To view a request developed by another user, you must enter a *1* in the function, enter that person's userid in the USERID field and the appropriate request number in the REQUEST-NO field and then press <ENTER>. Once you view the request, save it (enter *3* in the function) under your userid by changing the USERID field to reflect your userid code and changing the REQUEST-NO field to NEW and pressing <ENTER>. You may not save a request to another person's userid.

Specify New Request

To Specify New Request, create and build the new request. Screen 01 contains fields for: USERID, REQUEST-NO, BATCH ID, AGENCY AND POST DATE, and AGENCY/POST DATE/BATCH TYPE.

Screen 02 allows the user to provide a selection of actual line items within the account balance (transactions) to report. Screen 02 very closely resembles Screen 03 in Selection 11. (Refer to Figure 15)

Use Screens 01 and 02 to enter the desired data and use the <NEWLINE> key to continue or use the TAB key to move between fields. Pressing the <ENTER> key indicates that the user is finished entering data to the screen and is ready to SAVE the request.

The following guidance is provided to illustrate the types of entries made in Screens 01 and 02:

Sample entries are shown for every field on each screen; all fields are defined in this Section or **Appendix G**. When building a request, do not use every field on each screen as the examples are given for illustration purposes only.

Screen 01 of Selection 12 (Refer to Figure 20):

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

Screen 01 contains one mandatory entry: You must enter either a batch ID, agency and post date combination, or agency/post date/batch type combination.

```
 ACTL2040              FINDS - TRANSACTION SELECTION - BATCH DATA          B001
-------------------------------------------------------------------------------
  ENTER FUNCTION:   (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                     6/ENTER=DISPLAY 2ND SCREEN, 9=EXECUTE REQUEST)

  AGENCY: 151  USERID: _____   REQUEST-NO: ___
               TITLE:  _____
  BATCH-ID:    _____-_____   _____-_____
               _____-_____   _____-_____
               _____-_____

  AGENCY AND:  ___ _____-___ _____  ___ _____-___ _____
  POST DATE    ___ _____-___ _____  ___ _____-___ _____
               ___ _____-___ _____

  AGENCY/   :  ___ _ _____-___ _ _____   ___ _ _____-___ _ _____
  POST DATE/   ___ _ _____-___ _ _____   ___ _ _____-___ _ _____
  BATCH TYPE   ___ _ _____-___ _ _____
```

Figure 20 - Transaction Selection - Batch Data Screen 01.

1) **Save the Request:** Enter *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved.

The cursor will automatically move to the USERID field and by-pass the AGENCY field. The AGENCY field is a protected field and cannot be accessed by the user. The agency number in the AGENCY field is the number recorded on the Security Table Maintenance Form for that userid. You may create requests under your userid only.

2) **Enter REQUEST-NO:** *NEW* and press <NEWLINE>. The request number identifies a particular request for the agency specified in the AGENCY field.

3) Choose only one of the three options listed below:

    A) **Enter the BATCH-ID**: Enter the desired batch-ID and press <NEWLINE>. Otherwise, press <NEWLINE> to move to the next entry field. The user may also enter a range.

    B) **Enter the AGENCY and POST DATE:** Enter the desired agency and post date and press <NEWLINE>. Otherwise, press <NEWLINE> to move to the next entry field. The user may also enter a range.

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

C) **Enter the AGENCY/POST DATE/BATCH TYPE:** Enter the desired agency/post date/batch type combination and press <NEWLINE>. The user may also enter a range.

NOTE: The simplest type of report produced from Selection 12 is #B described above. For choice #A, the batch ID number must be known. If the user selects choice #C, a specific batch type must be known.

4) **Invoke The SAVE Function:** In Step 1, a *3* was entered to initiate the SAVE function. After all entries necessary to build the request are made to Screen 01, press <ENTER> to EXECUTE the SAVE function for the data entered so far.

The Request Number will now display in the REQUEST-NO field and a message will display in the lower left corner, "Request Record Added".

Proceed to Screen 02 (Figure 21):

Proceed to Screen 02 by pressing <ENTER> key, by typing *6* and pressing <ENTER>, or pressing <PF6> key.

Screen 02 is used to define the elements to report from the selection criteria entered on Screen 01.

SCREEN 02

Screen 02 contains no mandatory entries by the user. The AGY/GLA/FM/TRANS-AMOUNT/BATCH-ID field is automatically selected by the system.

The function selections offered for Screen 02 are:

3 = **SAVE** - This selection saves the request so that the user can later VIEW the request and/or run the request.

5 = **MENU** - This selection returns to the Master Menu Screen.

7 = **DISPLAY PREVIOUS SCREEN** - This selection returns to Screen 01.

9 = **EXECUTE REQUEST** - This selection EXECUTES the request and moves to the dataset information screen.

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

```
                    FINDS  -  REQUEST ACCOUNTING DATA
   --------------------------------------------------------------------------
   ENTER FUNCTION:   (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN
                          9=EXECUTE REQUEST)

             PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

   X AGENCY/GLA/FM/TRANS-AMOUNT/BATCH-ID _ GL-ACCTS(1-8) IN ONE COLUMN
   X AGY-VOUCH-DATE      X COST-CODE        ORG-LEVEL _ 1 _ 2 _ 3 _ 4
   X PROGRAM             X SUB-PGM         X ELEMENT
   X PROJECT             _ TASK            _ PHASE
   1 FUND/FD-DET         2 VENINVNM/DAT    X INVOICE DESCRIPTION
   1 OBJ/SUBOBJ          _ SUB-ACCT-NO     X REV-SOURCE
   _ MULTI-PURPOSE       X VENDOR-NAME     _ VENDOR ID
   X AGY-LIST-NO         _ REF-DOC-NO      X AGY-VOUCH-NO
   _ CUR-DOC-NO          _ FIPS/PSD        X DUE-DATE
   X MIN-BUS-IND         X TRANS-CODE      _ PROCESS-DATE
   _ CHECK DATE/NUMBER   X DR-CR-AGENCY    _ NET AMOUNT
   X 1099-REPT-IND       X AGY-REF-NO      _ GL-ACCTS(1-8) IN SEPERATE COLS
FM: _ 1 _ 2 _ 3 _ 4 X 5 _ 6 _ 7 _ 8 _ 9 _ 10 _ 11 _ 12
 DATE-RANGE: _____-_____
```
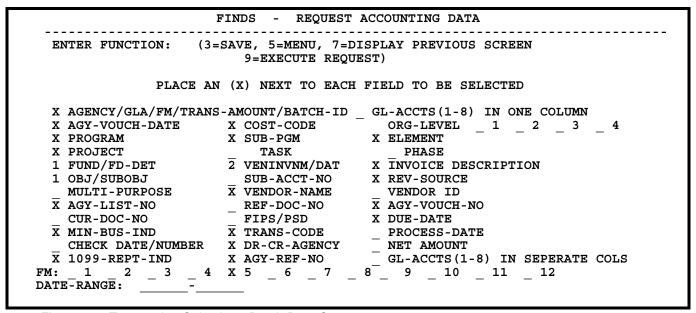
Figure 21 - Transaction Selection - Batch Data Screen 02.

1) **SAVE the Request:** Type **3** in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved. Cursor automatically moves to the first field on the Screen.

(If the request is not saved, the user cannot retrieve the request.)

2) **Select the data elements:** To select the data elements to display in the request, enter an **X** in the space next to each selected element and press <NEWLINE> or TAB to continue to another field. The data elements "FUND/FD-DET" and "OBJ/SUBOBJ" offer users the ability to access both data elements "FUND" and "FD-DET" by entering **X** or accessing only the first data element "FUND" by entering a **1**. The data element "VENINVNM/DAT" offers users the ability to access both data elements by entering an **X** or accessing only "VENINVNM" by entering a **1** or accessing "DAT" by entering a **2**.

Refer to Figure 21, Transaction Selection-Batch Data Screen 02 for the data elements available for selection. An explanation is provided for all data elements in Appendix G.

AGY/GLA/FM/TRANS-AMOUNT/BATCH-ID: This data element is an automatic selection by the system and an "X" will display in this field.

3) **Invoke the SAVE Function:** In Step 1, a **3** was entered in the Function Field to initiate the SAVE. After all entries necessary to build the request are made to Screen 02, press <ENTER> or <PF3> to EXECUTE the SAVE function for the data entered so far.

The Message Line will display at the bottom of the screen: "Request Record Updated"

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

The user may scroll through all selection screens by using the <PF6> key or by entering *6* and pressing <ENTER> at each screen's Function Field.

EXECUTE REQUEST AND NAME DATASET

After all data selection entries are reviewed, the user EXECUTES the request and names the dataset.

SCREEN 03

The FINDS Dataset Information Screen (Figure 22) is the dataset naming screen.

Invoke the Request: Type *9* and press <ENTER> or press <PF9> key. The cursor is now in the Dataset Name Field. The execute command can take place from any screen in Selection 12. Invoking the execute command will automatically take the user to Screen 03 to name the dataset. Use the dataset naming criteria detailed in Appendix C to correctly name the dataset.

Suppress Leading Zeroes Field. Indicate whether or not leading zeros should be suppressed in the requested report by typing *Y* or *N* and pressing <ENTER> after making the selection in order to EXECUTE the Request. The default selection is *Yes, Do suppress leading zeros*. No entry is required except for pressing <ENTER> if Yes is selected by the user.

If the name entered already exists, the following message displays:

"Dataset Already Exists"

"Enter "Y" in Function to Replace"

"Enter N in Function to Change Dataset Name"

Type *Y* in Function Field and press <ENTER> key to Replace the old dataset with the new dataset.
Type *N* in Function Field and press <ENTER> key to change the new dataset name.

```
ACTL2004                FINDS - DATASET INFORMATION                        D001
-------------------------------------------------------------------------------

  ENTER FUNCTION: _  (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)



  DATASET NAME:  _____

  SUPPRESS LEADING ZEROES: Y (Y OR N)

```

Figure 22 - Dataset Information Screen.

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

If the request is a new dataset name, the system displays a message to the user:

"XX - Data Base Detail Items to be Downloaded"

"Enter Y in Function to Continue With the Request"

"Enter N in Function to Return to Previous Screen"

The "XX - Data Base Detail Items to be Downloaded" is an estimate of the number of records that FINDS reads to extract the requested information. This estimate is provided as a prompt to the user to re-check the selection criteria if the number of records looks incorrect.

Type *N* in the Function field and press <ENTER> to end the request and return to the Previous Screen. Type *Y* in the Function field and press <ENTER> to continue the request.

If no records meet the selection criteria, the message displays: "No records met selection criteria" and the user is returned to the previous screen.

When the request is complete, you return to the Master Menu and a message displays indicating the number of records written to the new dataset.

A new dataset request is created and ready for a Miscellaneous Function: View, Create Lotus Formatted Dataset, or Print Dataset. It is important to note that the file must be used on the same day it is created due to the daily DIT "clean-up." The user may prefer to Download the Dataset at this time.

USING THE DATASET

Miscellaneous contains detailed instructions on using the dataset after it is created and saved. Selections offered are: View, Create Lotus Formatted Dataset, and Print.

Download contains detailed instructions on how to download the dataset created in FINDS. The download process occurs outside the FINDS environment.

SAMPLE DETAILED FINANCIAL TRANSACTIONS BY BATCH OR PROCESS DATE ENTRIES

Selection 12 offers detailed information about financial transactions by batch or process date. For Screen 01 entries, specific cost codes, etc., are not sought but for transactions by agency and post date. In addition, Screen 02 is used to specify which elements to report in the request. In the sample, data for Agency 151 (DOA) for post date 40590 (April 5, 1990) is requested.

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

Screen 01:

The screen shown in Figure 23 contains the required entries to build the request. The process to build Screen 01 is as follows:

1) **SAVE the Request:** Type *3* in the Function Field

2) **Enter REQUEST-NO:** *NEW* and press <NEWLINE>

3) **Enter the AGENCY and POST DATE:** *151 040590* and press <NEWLINE>

4) **EXECUTE the SAVE:** Press <ENTER>

```
 ACTL2040             FINDS - TRANSACTION SELECTION - BATCH DATA       B001
--------------------------------------------------------------------------------
 ENTER FUNCTION:   (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                    6/ENTER=DISPLAY 2ND SCREEN, 9=EXECUTE REQUEST)

 AGENCY: 151  USERID: ACT1000_  REQUEST-NO: NEW
             TITLE:  DETAIL FOR AGY151_____
 BATCH-ID:   _____-_____   _____-_____
             _____-_____   _____-_____
             _____-_____

 AGENCY AND: 151 040590-___ _____   ___ _____-___ _____
 POST DATE   ___ _____-___ _____   ___ _____-___ _____
             ___ _____-___ _____

 AGENCY/   : ___ _ _____-___ _ _____   ___ _ _____-___ _ _____
 POST DATE/  ___ _ _____-___ _ _____   ___ _ _____-___ _ _____
 BATCH TYPE  ___ _ _____-___ _ _____
```

Figure 23 - Transaction Selection - Batch Data Screen 01.

Press <PF6> key or type *6* and press <ENTER> from Function Field to proceed to Screen 02, or press <ENTER>.

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

Screen 02:

The screen shown in Figure 24 contains the required entries to build the request. The process to build Screen 02 is as follows:

1) **SAVE the REQUEST:** Type *3* in the Function Field

2) **Select the data elements:** To select the data elements to display in the request, enter an **X** in the space next to each selected element and press <NEWLINE> or TAB to continue to another field. The data elements "FUND/FD-DET" and "OBJ/SUBOBJ" offer users the ability to access both data elements "FUND" and "FD-DET" by entering **X** or accessing only the first data element "FUND" by entering a *1*. The data element "VENINVNM/DAT" offers users the ability to access both data elements by entering an **X** or accessing only "VENINVNM" by entering a *1* or accessing only "DAT" by entering a *2*.

3) **EXECUTE the SAVE:** Press <ENTER>

```
                   FINDS  -  REQUEST ACCOUNTING DATA
---------------------------------------------------------------------------
   ENTER FUNCTION:   (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN
                        9=EXECUTE REQUEST)

              PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

  X AGENCY/GLA/FM/TRANS-AMOUNT/BATCH-ID _ GL-ACCTS(1-8) IN ONE COLUMN
  X AGY-VOUCH-DATE    X COST-CODE         ORG-LEVEL _ 1 _ 2 _ 3 _ 4
  X PROGRAM           X SUB-PGM         X ELEMENT
  X PROJECT           _ TASK             _ PHASE
  1 FUND/FD-DET       2 VENINVNM/DAT     X INVOICE DESCRIPTION
  1 OBJ/SUBOBJ        _ SUB-ACCT-NO      X REV-SOURCE
  _ MULTI-PURPOSE     X VENDOR-NAME      _ VENDOR ID
  X AGY-LIST-NO       _ REF-DOC-NO       X AGY-VOUCH-NO
  _ CUR-DOC-NO        _ FIPS/PSD         X DUE-DATE
  X MIN-BUS-IND       X TRANS-CODE       _ PROCESS-DATE
  _ CHECK DATE/NUMBER X DR-CR-AGENCY     _ NET AMOUNT
  X 1099-REPT-IND     X AGY-REF-NO       _ GL-ACCTS(1-8) IN SEPERATE COLS
 FM: _ 1 _ 2 _ 3 _ 4 X 5 _ 6 _ 7 _ 8 _ 9 _ 10 _ 11 _ 12
  DATE-RANGE:  _____-_____
```
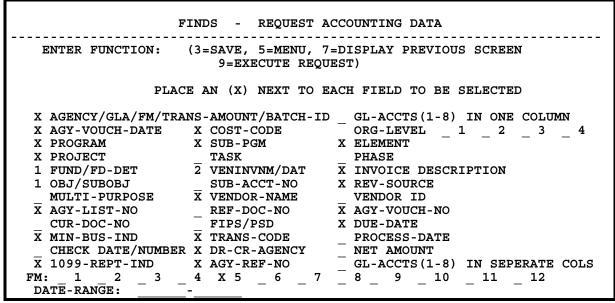
Figure 24 - Sample Transaction Selection - Batch Data Screen 02.

Press <PF9> key or type *9* and press <ENTER> from Function Field to execute the request and proceed to the dataset naming screen.

300 Master Menu Functions (Continued)

303 Selection 12 - Extract Detailed Transaction by Batch or Process Date (Continued)

Screen 03:

The screen shown in Figure 25 illustrates one method of naming a dataset. We chose in our sample to suppress leading zeros.

The process to build Screen 03 is as follows:

1) **EXECUTE REQUEST:** Type *9* in Function Field and press <ENTER>.

2) **Press <ENTER>** To complete the transaction. Yes was accepted as the default, so an entry is not required in the Suppress Leading Zeroes.
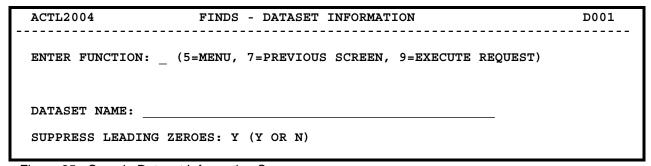
```
 ACTL2004              FINDS - DATASET INFORMATION                    D001
-----------------------------------------------------------------------------

 ENTER FUNCTION: _  (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)



 DATASET NAME:  _____

 SUPPRESS LEADING ZEROES: Y (Y OR N)

```
Figure 25 - Sample Dataset Information Screen.

3) A message displays indicating the number of records for input. Enter *Y* and press <ENTER> to proceed and return to the Master Menu.

4) The record count of records written to the dataset will now display on the Master Menu Screen.

The request is ready to be viewed, printed or downloaded.

304 Selection 30 - Extract Agency Vendor Table

This selection gives you information on two types of transaction selection criteria:

1. All transactions selected by VENDORID SUFFIX range.
2. All transactions selected by SORT-NAME range.

There are four screens in Selection 30. Three are selection screens which build the request and one is a dataset naming screen used by all Request Record Maintenance functions.

During the processing of the request for Selection 30, the number of records being processed displays on the screen. The first count is an estimate of the number of records which will be **read** during the building of the request and displays on the dataset naming screen. The second count is the number of records that are actually **written** to the dataset and displays on the Master Menu.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

A wildcard tool is **not** available in Selection 30 because ALL is implied in Selection 30. The wildcard in Selection 10 is provided to give the user the ability to obtain detail on a balance. However, transactions have only one level because it is the lowest level of detail.

TO ACCESS EXTRACT AGENCY VENDOR TABLE:

Enter the Selection Number in the Function Field of the Master Menu: Type *30* and press <ENTER>. The FINDS Vendor Edit Table Extract Screen 01 illustrated in Figure 26 will display.

SCREEN 01

The function selections offered for Screen 01 are:

1 = **VIEW** - This selection views a previously saved request.

2 = **NEXT REQUEST** - This selection VIEWS the next sequential request after viewing the current request.

3 = **SAVE** - This selection saves the request so that you can later VIEW the request and/or run the request.

4 = **DELETE** - This selection deletes the specified request. In order to perform a delete function, the user must first VIEW the request.

5 = **MENU** - This selection returns to the Master Menu Screen.

6 / ENTER = **DISPLAY 2ND SCREEN** - This selection proceeds to Screen 02 after the required entries are made to Screen 01.

9 = **EXECUTE REQUEST** - This EXECUTES the request and takes the user to the dataset information screen.

SPECIFY THE REQUEST

Using Selection 30, you can specify a request by two methods: 1) view an existing request, and 2) build a completely new request.

Specify Existing Request

If the REQUEST-NO is known, select VIEW from the Screen 01 Function Field by typing *1* and pressing <ENTER> or pressing <PF1> key. You then view the first sequential request which is saved in *FINDS* for your userid. To sequentially view the requests for your userid, select NEXT REQUEST by typing *2* and pressing <ENTER> or pressing <PF2> key to scroll each request sequentially.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

If the REQUEST-NO is known, select VIEW from the Screen 01 Function Field by typing *1* and press <ENTER> or press <PF1> key. Then, enter the request number in the REQUEST-NO field and press <ENTER>. The request will display. To sequentially view all the records for your userid, select NEXT REQUEST by typing *2* and press <ENTER> or press <PF2> key to scroll each request sequentially.

If you wish to view a request developed by another user, you must enter a *1* in the function, enter that person's userid in the USERID field and the appropriate request number in the REQUEST-NO field and then press <ENTER>. Once you view the request, save it (enter *3* in the function) under your userid by changing the USERID field to reflect your userid code and changing the REQUEST-NO field to NEW and pressing <ENTER>. You may not save a request to another person's userid.

Specify New Request

In order to Specify New Request, create and build the new request. Screen 01 contains fields for: USERID, REQUEST-NO, AGENCY-VNDR-ID-VNDR-SFX and AGENCY-SORT-NAME.

When using Screens 01 and 02, enter the desired data and use the <NEWLINE> key to continue or use the TAB key to move between fields. Press <ENTER> to indicate finish entering data to the screen SAVE the request.

The following guidance is provided to illustrate the types of entries made in Screens 01 and 02:

Sample entries are shown for every field on each screen; all fields are defined in this Section or **Appendix G**. When building a request, do not use every field on each screen, the examples are given for illustration purposes only.

Screen 01 of Selection 30 (Refer to Figure 26):

Screen 01 contains one mandatory entry: You must enter either an agency vendor id or an agency sort name.

```
 ACTL2050              FINDS - VENDOR EDIT TABLE EXTRACT                S001
 ----------------------------------------------------------------------------
  ENTER FUNCTION:   (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                     6/ENTER=GO TO SECOND SCREEN, 9=EXECUTE REQUEST)

  AGENCY: 151   USERID: _____    REQUEST-NO: ___
               TITLE:  _____


 AGENCY-     ___ _____ __-___ _____ __  ___ _____ __-___ _____ __
 VNDR-ID-    ___ _____ __-___ _____ __  ___ _____ __-___ _____ __
 VNDR-SFX:                                    ___ _____ __-___ _____ __

 AGENCY-     ___ _____-
 SORT-NAME:  ___ _____
             ___ _____-
             ___ _____
             ___ _____-
             ___ _____
```

Figure 26 - Transaction Selection - Vendor Edit Table Screen 01.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

1) **Save the Request:** Enter *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved.

   The cursor automatically moves to the USERID field and bypasses the AGENCY field. The AGENCY field is a protected field and cannot be accessed by the user. The agency number in the AGENCY field is the number recorded on the Security Table Maintenance Form for that userid. You may create requests under your userid only.

2) **Enter REQUEST-NO:** *NEW* and press <NEWLINE>. The request number identifies a particular request for the agency specified in the AGENCY field.

3) Choose only one of the two options listed below:

   A) **Enter the AGENCY and VNDR-ID-VNDR-SFX:** Enter the desired agency vendor id and vendor suffix and press <NEWLINE>. Otherwise, press <NEWLINE> to move to the next entry field. You may also enter a range.

   B) **Enter the AGENCY and SORT NAME:** Enter the desired agency and sort name and press <NEWLINE>. Otherwise, press <NEWLINE> to move to the next entry field. You may also enter a range.

4) **Invoke The SAVE Function:** In Step 1, *3* was entered to initiate the SAVE function. After all entries necessary to build the request are made to Screen 01, press <ENTER> to EXECUTE the SAVE function for the data entered so far.

The Request Number will now display in the REQUEST-NO field and a message will display in the lower left corner, "Request Record Added."

Proceed to Screen 02 (Figure 27):

Proceed to Screen 02 by pressing <ENTER> key, by typing *6* and pressing <ENTER>, or pressing <PF6> key.

Screen 02 is used to further restrict the search criteria.

SCREEN 02

Screen 02 contains no mandatory entries.

The function selections offered for Screen 02 are:

3 = **SAVE** - Allows you to save the request so that the user can later VIEW the request and/or run the request.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

5 = **MENU** - Allows you to return to the Master Menu Screen.

6/ENTER = **DISPLAY NEXT SCREEN** - Allows you to continue to the third screen.

7 = **DISPLAY PREVIOUS SCREEN** - Allows you to return to Screen 01.

9 = **EXECUTE REQUEST** - Used to EXECUTE the request and move to the dataset information screen.

```
 ACTL2050                FINDS - VENDOR EDIT TABLE EXTRACT              S002
-------------------------------------------------------------------------------
 ENTER FUNCTION:    (3=SAVE, 5=MENU, 6/ENTER=DISPLAY NEXT SCREEN,
                     7=DISPLAY FIRST SCREEN, 9=EXECUTE REQUEST)


 VENDOR-STATUS = _ (1 = ACTIVE, 2 = INACTIVE)

 VENDOR-TYPE = _ _ _ _ _ _ _ _ _ _

 MIN-BUS-IND = _  (Y OR N)

 SMALL-BUS-IND = _  (Y OR N)
```

Figure 27 - Transaction Selection - Vendor Edit Table Screen 02.

1) **SAVE the Request:** Type *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved. Cursor automatically moves to the first field on the Screen.

   (If the request is not saved, you cannot retrieve the request.)

2) **Specify selection criteria:** Use the field selection provided to select only those records with a given VENDOR-STATUS, VENDOR-TYPE, MIN-BUS-IND OR SMALL-BUS-IND. Enter the desired value to select only those records which match your criteria. Use the <NEWLINE> key or TAB key to move to another field.

3) **Invoke the SAVE Function:** In Step 1, *3* was entered in the Function Field to initiate the SAVE. After all entries necessary to build the request are made to Screen 02, press <ENTER> or <PF3> to EXECUTE the SAVE function for the data entered so far.

The Message Line will display at the bottom of the screen: "Request Record Updated"

Proceed to Screen 03 (Figure 28):

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

You can proceed to Screen 03 by pressing <ENTER> key, by typing *6* and pressing <ENTER>, or pressing <PF6> key.

Screen 03 is used to select the fields to be displayed for each records selected in screens 01 and 02. You must enter an *X* by the field you wish to choose. Use the <NEWLINE> or <TAB> key to move between field selections.

SCREEN 03

Screen 03 contains no mandatory entries.

AGENCY/VENDOR-ID/VENDOR-SFX is automatically selected.

The function selections offered for Screen 03 are:

3 = **SAVE** - Allows you to save the request so that the user can later VIEW the request and/or run the request.

5 = **MENU** - Allows you to return to the Master Menu Screen.

7 = **DISPLAY PREVIOUS SCREEN** - Allows you to return to Screen 02.

9 = **EXECUTE REQUEST** - Used to EXECUTE the request and move to the dataset information screen.
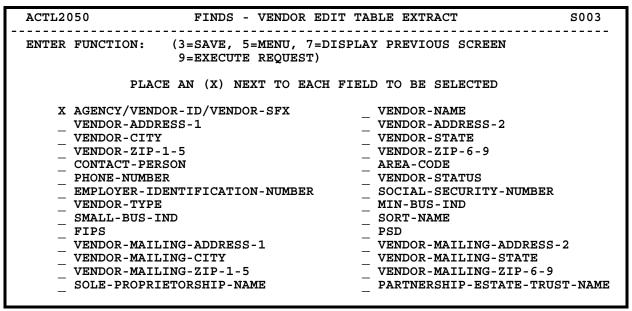
```
  ACTL2050              FINDS - VENDOR EDIT TABLE EXTRACT            S003
 -----------------------------------------------------------------------
  ENTER FUNCTION:   (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN
                     9=EXECUTE REQUEST)

            PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

    X AGENCY/VENDOR-ID/VENDOR-SFX      _ VENDOR-NAME
    _ VENDOR-ADDRESS-1                 _ VENDOR-ADDRESS-2
    _ VENDOR-CITY                      _ VENDOR-STATE
    _ VENDOR-ZIP-1-5                   _ VENDOR-ZIP-6-9
    _ CONTACT-PERSON                   _ AREA-CODE
    _ PHONE-NUMBER                     _ VENDOR-STATUS
    _ EMPLOYER-IDENTIFICATION-NUMBER   _ SOCIAL-SECURITY-NUMBER
    _ VENDOR-TYPE                      _ MIN-BUS-IND
    _ SMALL-BUS-IND                    _ SORT-NAME
    _ FIPS                             _ PSD
    _ VENDOR-MAILING-ADDRESS-1         _ VENDOR-MAILING-ADDRESS-2
    _ VENDOR-MAILING-CITY              _ VENDOR-MAILING-STATE
    _ VENDOR-MAILING-ZIP-1-5           _ VENDOR-MAILING-ZIP-6-9
    _ SOLE-PROPRIETORSHIP-NAME         _ PARTNERSHIP-ESTATE-TRUST-NAME
```

Figure 28 - Field Selection - Vendor Edit Table Screen 03.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

1) **SAVE the Request:** Type **3** in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved. Cursor automatically moves to the first field on the Screen.

(If the request is not saved, the user cannot retrieve the request.)

2) **Select desired data elements:** Place an **X** next to any field that you wish to be included in your extract file. The fields you select will be displayed for each record that you selected in screens 1 and 2. Use the <NEWLINE> key or TAB key to move to another field.

3) **Invoke the SAVE Function:** In Step 1, **3** was entered in the Function Field to initiate the SAVE. After all entries necessary to build the request are made to Screen 03, press <ENTER> or <PF3> to EXECUTE the SAVE function for the data entered so far.

The Message Line will display at the bottom of the screen: "Request Record Updated"

The user may scroll through all selection screens by using the <PF6> key or by entering **6** and pressing <ENTER> at each screen's Function Field.

EXECUTE REQUEST AND NAME DATASET

After all data selection entries are reviewed, the user EXECUTES the request and names the dataset.

SCREEN 04

The FINDS Dataset Information Screen (Figure 29), is the dataset naming screen.

Invoke the Request: Type **9** and press <ENTER> or press <PF9> key. The cursor will now be in the Dataset Name Field. The execute command can take place from any screen in Selection 30. Invoking the execute command will automatically take the user to Screen 04 to name the dataset. Use the dataset naming criteria detailed in **Appendix C** to correctly name the dataset.

If the name entered already exists, the following message displays:

"Dataset Already Exists"

"Enter Y in Function to Replace"

"Enter N in Function to Change Dataset Name"

Type **Y** in Function Field and press <ENTER> key to Replace the old dataset with the new dataset. Type **N** in Function Field and press <ENTER> key to change the new dataset name.

```
  ACTL2005              FINDS - DATASET INFORMATION              D001
 --------------------------------------------------------------------

  ENTER FUNCTION: _  (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)



  DATASET NAME:  _____

```

Figure 29 - Dataset Information Screen.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

If the request is a new dataset name, the system displays a message to the user:

"XX - Data Base Detail Items to be Downloaded"

"Enter Y in Function to Continue With the Request"

"Enter N in Function to Return to Previous Screen"

The "XX - Data Base Detail Items to be Downloaded" is an estimate of the number of records that FINDS will read to extract the requested information. This estimate is provided as a prompt to the user to re-check the selection criteria if the number of records looks incorrect.

Type *N* in the Function field and press <ENTER> to end the request and return to the Previous Screen. Type *Y* in the Function field and press <ENTER> to continue the request.

If no records meet the selection criteria, the message displays: "No records met selection criteria" and the user is returned to the previous screen.

When the request is complete, the user is returned to the Master Menu and a message displays indicating the number of records written to the new dataset.

A new dataset request is now created and ready for a Miscellaneous Function: View, Create Lotus Formatted Dataset, or Print Dataset. It is important to note that the file must be used on the same day it is created due to the daily DIT "clean-up." The user may prefer to Download the Dataset at this time.

USING THE DATASET

Miscellaneous contains detailed instructions on using the dataset after it is created and saved. Selections offered are: View, Create Lotus Formatted Dataset, and Print.

Download contains detailed instructions on how to download the dataset created in FINDS. The download process occurs outside the FINDS environment.

SAMPLE EXTRACT AGENCY VENDOR TABLE

Selection 30 offers you detailed information about any vendor contained in your agency's vendor table. In the sample, we are asking for data concerning all vendors for Agency 151 (DOA).

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

Screen 01:

The screen shown in Figure 30 contains the required entries to build the request. The process to build Screen 01 is as follows:

1) **SAVE the Request:** Type *3* in the Function Field

2) **Enter REQUEST-NO:** *NEW* and press <NEWLINE>

3) **Enter the AGENCY and VNDR-ID/VNDR-SFX:** *151 _____ __-151 999999999 99* and press <NEWLINE>

4) **EXECUTE the SAVE:** Press <ENTER>

```
ACTL2050              FINDS - VENDOR EDIT TABLE EXTRACT                S001
-------------------------------------------------------------------------------
ENTER FUNCTION:   (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                   6/ENTER=GO TO SECOND SCREEN, 9=EXECUTE REQUEST)

AGENCY: 151  USERID: ACT1011_  REQUEST-NO: 002
           TITLE:  EXTRACT ALL VENDORS_____


AGENCY-  151 _____ __-151 999999999 __  ___ _____ __-___ _____ __
VNDR-ID- ____ _____ __-___ _____ __  ___ _____ __-___ _____ __
VNDR-SFX:                                    ___ _____ __-___ _____ __

AGENCY-      ___ _____-
SORT-NAME:   ___ _____
             ___ _____-
             ___ _____
             ___ _____-
             ___ _____
```

Figure 30 - Transaction Selection - Vendor Edit Screen 01.

Press <PF6> key or type *6* and press <ENTER> from Function Field to proceed to Screen 02, or press <ENTER>.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

Screen 02:

The screen shown in Figure 31 contains the required entries to build the request. The process to build Screen 02 is as follows:

1) **Continue to next screen:** Type *6* in the Function Field and press <ENTER>. No further selection criteria is required.

```
 ACTL2050                FINDS - VENDOR EDIT TABLE EXTRACT               S002
-------------------------------------------------------------------------------
 ENTER FUNCTION:   (3=SAVE, 5=MENU, 6/ENTER=DISPLAY NEXT SCREEN,
                    7=DISPLAY FIRST SCREEN, 9=EXECUTE REQUEST)


 VENDOR-STATUS = _  (1 = ACTIVE, 2 = INACTIVE)

 VENDOR-TYPE =  _ _ _ _ _ _ _ _ _ _

 MIN-BUS-IND = _  (Y OR N)

 SMALL-BUS-IND = _  (Y OR N)
```

Figure 31 - Transaction Selection - Vendor Edit Screen 02.

Press <PF6> key or type *6* and press <ENTER> from Function Field to proceed to Screen 03, or press <ENTER>.

Screen 03:

The screen shown in Figure 32 contains the required entries to build the request. The process to build Screen 03 is as follows:

1) **SAVE the REQUEST:** Type *3* in the Function Field

2) **Select Values:** Place an *X* beside the following values and use the <NEWLINE> or TAB keys to move from field to field. Use the <SPACEBAR> to remove an X from a field: VENDOR-NAME, AREA-CODE, PHONE-NUMBER.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

    3) **EXECUTE the SAVE:** press <ENTER>

```
 ACTL2050              FINDS - VENDOR EDIT TABLE EXTRACT              S003
------------------------------------------------------------------------------
 ENTER FUNCTION:   (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN
                    9=EXECUTE REQUEST)


            PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

  X AGENCY/VENDOR-ID/VENDOR-SFX            X VENDOR-NAME
  _ VENDOR-ADDRESS-1                       _ VENDOR-ADDRESS-2
  _ VENDOR-CITY                            _ VENDOR-STATE
  _ VENDOR-ZIP-1-5                         _ VENDOR-ZIP-6-9
  _ CONTACT-PERSON                         X AREA-CODE
  X PHONE-NUMBER                           _ VENDOR-STATUS
  _ EMPLOYER-IDENTIFICATION-NUMBER         _ SOCIAL-SECURITY-NUMBER
  _ VENDOR-TYPE                            _ MIN-BUS-IND
  _ SMALL-BUS-IND                          _ SORT-NAME
  _ FIPS                                   _ PSD
  _ VENDOR-MAILING-ADDRESS-1              _ VENDOR-MAILING-ADDRESS-2
  _ VENDOR-MAILING-CITY                   _ VENDOR-MAILING-STATE
  _ VENDOR-MAILING-ZIP-1-5                _ VENDOR-MAILING-ZIP-6-9
  _ SOLE-PROPRIETORSHIP-NAME              _ PARTNERSHIP-ESTATE-TRUST-NAME
```

Figure 32 - Sample Field selection - Vendor Edit Screen 03.

Press <PF9> key or type **9** and press <ENTER> from Function Field to execute the request and proceed to the dataset naming screen.

Screen 04:

The screen shown in Figure 33 illustrates one method of naming a dataset.

The process to build Screen 04 is as follows:

1) **EXECUTE REQUEST:** Type **9** in Function Field and press <ENTER>.

2) **Press <ENTER>** to complete the transaction.

```
 ACTL2005              FINDS - DATASET INFORMATION              D001
------------------------------------------------------------------------------

  ENTER FUNCTION: _ (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)


  DATASET NAME: ACT1000.EXTRACT.AGY151.VENDORS_____
```

Figure 33 - Sample Dataset Information Screen.

300 Master Menu Functions (Continued)

304 Selection 30 - Extract Agency Vendor Table (Continued)

4) A message displays indicating the number of records for input. Enter **Y** and press <ENTER> to proceed and return to the Master Menu.

5) The record count of records written to the dataset will now display on the Master Menu Screen.

The request is now ready to be viewed, printed or downloaded.

305 Selection 31 - 1099 Reporting Extract

This selection gives you 1099 reportable information by agency and allows you to select records based on the following criteria:

1. All records for an agency in a given REPORTING-ENTITY.

2. All records for an agency using a given FORM-TYPE.

There are two screens in Selection 31. One selection screen builds the request and one is a dataset naming screen.

During the processing of the request for Selection 31, the number of records being processed will display on the screen. The first count is an estimate of the number of records which will be **read** during the building of the request and displays on the dataset naming screen. The second count is the number of records that are actually **written** to the dataset and displays on the Master Menu.

A wildcard tool is not available in Selection 31 because ALL is implied in Selection 31. The wildcard in Selection 10 is provided to give the user the ability to obtain detail on a balance. However, transactions have only one level because it is the lowest level of detail.

TO ACCESS 1099 REPORTING:

Enter the Selection Number in the Function Field of the Master Menu: Type *31* and press <ENTER>. The FINDS Vendor Edit Table Extract Screen 01 illustrated in Figure 34 will display.

SCREEN 01

The function selections offered for Screen 01 are:

1 = **VIEW** - Allows you to view a previously saved request.

2 = **NEXT REQUEST** - Allows you to VIEW the next sequential request after viewing the current request.

3 = **SAVE** - Allows you to save the request so that the user can later VIEW the request and/or run the request.

300 Master Menu Functions (Continued)

305 Selection 31 - 1099 Reporting Extract (Continued)

4 = **DELETE** - Allows you to delete the specified request. In order to perform a delete function, the user must first VIEW the request.

5 = **MENU** - Allows you to return to the Master Menu Screen.

9 = **EXECUTE REQUEST** - Used to EXECUTE the request and moves to the dataset information screen.

SPECIFY THE REQUEST

With Selection 31, the user can specify a request by two methods: 1) view an existing request, and 2) build a completely new request.

Specify Existing Request

If the REQUEST-NO is unknown, select VIEW from the Screen 01 Function Field by typing *1* and pressing <ENTER> or pressing <PF1> key. You then view the first sequential request which is saved in FINDS for your userid. To sequentially view the requests for your userid, select NEXT REQUEST by typing *2* and pressing <ENTER> or pressing <PF2> key to scroll each request sequentially.

If the REQUEST-NO is known, select VIEW from the Screen 01 Function Field by typing *1* and pressing <ENTER> or press <PF1> key. Then, enter the request number in the REQUEST-NO field and press <ENTER>. The request displays. To sequentially view all the records for your userid, select NEXT REQUEST by typing *2* and press <ENTER> or press <PF2> key to scroll each request sequentially.

If you wish to view a request developed by another user, you must enter a *1* in the function, enter that person's userid in the USERID field and the appropriate request number in the REQUEST-NO field and then press <ENTER>. Once you view the request, save it (enter *3* in the function) under your userid by changing the USERID field to reflect your userid code and changing the REQUEST-NO field to NEW and pressing <ENTER>. You may not save a request to another person's userid.

Specify New Request

In order to Specify New Request, create and build the new request. Screen 01 contains fields for: USERID, AGENCY, REPORTING ENTITY, FORM TYPE.

The following guidance is provided to illustrate the types of entries made in Screens 01 and 02:

Sample entries are shown for every field on each screen; all fields are defined in this Section or **Appendix G**. When building a request, the user will not use every field on each screen, the examples are given for illustration purposes only.

Screen 01 of Selection 31 (Refer to Figure 34):

300 Master Menu Functions (Continued)

305 Selection 31 - 1099 Reporting Extract (Continued)

Screen 01 contains one mandatory entry: The user must enter an AGENCY number.

```
 ACTL2060              FINDS - 1099 REPORTING EXTRACT              S001
--------------------------------------------------------------------------
  ENTER FUNCTION:    (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                      9=EXECUTE REQUEST)


 AGENCY: ___   REQUEST-NO: ___   TITLE: _____


              USERID: ACT1011_


 AGENCY: ___


 REPORTING ENTITY: _____



 FORM TYPE: _
```

Figure 34 - Record Selection - 1099 Reporting Screen 01.

1) **Save the Request:** Enter *3* in the Function Field so that when you finish entering data to the screen and press <ENTER>, the request will be saved.

The cursor will automatically move to the USERID field and by-pass the AGENCY field. The AGENCY field is a protected field and cannot be accessed by the user. The agency number in the AGENCY field is the number recorded on the Security Table Maintenance Form for that userid. You may create requests under your userid only.

2) **Enter REQUEST-NO:** *NEW* and press <NEWLINE>. The request number identifies a particular request for the agency specified in the AGENCY field.

3) **Select Keys**: Enter appropriate values in the following fields:

   A) **Enter the AGENCY**:   Enter the desired agency number and press <NEWLINE>.

   B) **Optionally, Enter the REPORTING ENTITY and FORM TYPE:** Enter the desired reporting entity and/or form type. Use <NEWLINE> or <TAB> to move between fields.

4) **Invoke The SAVE Function:** In Step 1, *3* was entered to initiate the SAVE function. After all entries necessary to build the request are made to Screen 01, press <ENTER> to EXECUTE the SAVE function for the data entered so far.

The Request Number will now display in the REQUEST-NO field and a message will display in the lower left corner, "Request Record Added."

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300 Master Menu Functions (Continued)

305 Selection 31 - 1099 Reporting Extract (Continued)

EXECUTE REQUEST AND NAME DATASET

After all data selection entries are reviewed, the user EXECUTES the request and names the dataset.

SCREEN 02

The FINDS Dataset Information Screen shown in Figure 34a is the dataset naming screen.

Invoke the Request: Type *9* and press <ENTER> or press <PF9> key. The cursor will now be in the Dataset Name Field. Invoking the execute command will automatically take the user to Screen 02 to name the dataset.

1) **Name the dataset:** Use the dataset naming criteria detailed in **Appendix C** to correctly name the dataset.

2) **Select Output File Format:** Place an *A* in the field to have the dataset converted into a file format which can be easily used in the AMS software package, or place an *F* in the field to create a standard (Flat) file. This is the file format to use for other reporting packages.

If the name entered already exists, the following message displays:

"Dataset Already Exists"

"Enter Y in Function to Replace"

"Enter N in Function to Change Dataset Name"

Type *Y* in Function Field and press <ENTER> key to Replace the old dataset with the new dataset. Type *N* in Function Field and press <ENTER> key to change the new dataset name.

```
 ACTL2006                FINDS - DATASET INFORMATION                  D001
---------------------------------------------------------------------------

  ENTER FUNCTION: _  (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)



DATASET NAME:  _____

  OUTPUT FILE FORMAT: _  (A=AMS/F=FLAT)

```

Figure 34a - Dataset Information Screen.

300 Master Menu Functions (Continued)

305 Selection 31 - 1099 Reporting Extract (Continued)

If the request is a new dataset name, the system displays a message to the user:

"XX - Data Base Detail Items to be Downloaded"

"Enter Y in Function to Continue With the Request"

"Enter N in Function to Return to Previous Screen"

The "XX - Data Base Detail Items to be Downloaded" is an estimate of the number of records that FINDS reads to extract the requested information. This estimate is provided as a prompt to the user to re-check the selection criteria if the number of records looks incorrect.

Type *N* in the Function field and press <ENTER> to end the request and return to the Previous Screen. Type *Y* in the Function field and press <ENTER> to continue the request.

If no records meet the selection criteria, the message displays: "No records met selection criteria" an the user is returned to the previous screen.

When the request is complete, the user is returned to the Master Menu and a message displays indicating the number of records written to the new dataset.

A new dataset request is now created and ready for the following functions: View, Create Lotus Formatted Dataset, or Print Dataset. Note that the file must be used on the same day it is created due to the daily DIT "clean-up." The user may prefer to Download the Dataset at this time.

USING THE DATASET

Miscellaneous contains detailed instructions on using the dataset after it is created and saved. Selections offered are: View, Create Lotus Formatted Dataset, and Print.

Download contains detailed instructions on how to download the dataset created in FINDS. The download process occurs outside the FINDS environment.

SAMPLE EXTRACT AGENCY VENDOR TABLE

Selection 31 offers you detailed information about 1099 reportable transactions. In the sample, we are asking for data concerning all 1099 reportable transactions for Agency 151 (DOA).

300 Master Menu Functions (Continued)

305 Selection 31 - 1099 Reporting Extract (Continued)

Screen 01:

The screen shown in Figure 35 contains the required entries to build the request. The process to build Screen 01 is as follows:

1) **SAVE the Request:** Type *3* in the Function Field

2) **Enter REQUEST-NO:** *NEW* and press <NEWLINE>

3) **Enter the AGENCY:** *151* and press <NEWLINE>

4) **EXECUTE the SAVE:** Press <ENTER>

```
 ACTL2060              FINDS - 1099 REPORTING EXTRACT               S001
-----------------------------------------------------------------------
  ENTER FUNCTION:    (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU,
                      9=EXECUTE REQUEST)


 AGENCY: 151  REQUEST-NO: 001  TITLE: 1099 reportable agy 151_____


           USERID: ACT1011_


 AGENCY: 151


 REPORTING ENTITY: _____



 FORM TYPE: _
```

Figure 35 - Record Selection - 1099 Reportable Screen 01.

Press <PF9> key or type *9* and press <ENTER> from Function Field to execute the request and proceed to the dataset naming screen.

300 Master Menu Functions (Continued)

305 Selection 31 - 1099 Reporting Extract (Continued)

Screen 02:

The screen shown in Figure 36 illustrates one method of naming a dataset.

The process to build Screen 02 is as follows:

1) **EXECUTE REQUEST:** Type *9* in Function Field.

2) **Press <ENTER>** to complete the transaction.

```
 ACTL2006                 FINDS - DATASET INFORMATION                 D001
--------------------------------------------------------------------------

  ENTER FUNCTION: 9 (5=MENU, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)



  DATASET NAME: ACT1000.AGY151.RPT1099_____

  OUTPUT FILE FORMAT: _  (A=AMS/F=FLAT)
```

Figure 36 - Sample Dataset Information Screen.

4) A message displays indicating the number of records for input. Enter *Y* and press <ENTER> to proceed and return to the Master Menu.

5) The record count of records written to the dataset will now display on the Master Menu Screen.

The request is now ready to be viewed, printed or downloaded.

400 Data Disposition

The right side of the master menu contains four function areas: 20 - View Dataset, 21 - Create Lotus Formatted Dataset, 22 - Print Dataset, and 99 - Signoff. Each selection allows the user to manipulate the data selected in Request Record Maintenance. All Miscellaneous functions are offered for each Request Record Maintenance selection.

400 Data Disposition (Continued)

FINDS is comprised of two main function areas. The first is where request records are maintained. The second is where all datasets are viewed, printed, or a Lotus formatted dataset created, and an exit feature is provided. The actual download process occurs outside FINDS. To exit back to the "READY" screen from the Master Menu, type **99** and press <ENTER> key at the Function Field.

```
 ACTL2001                    FINDS - MASTER MENU                    M002
 ------------------------------------------------------------------------

               ENTER FUNCTION __  (TWO DIGIT FIELD FROM BELOW)


      10-EXTRACT CARS SUMMARY ACCOUNT       20-VIEW DATA
         BALANCES                           21-CREATE LOTUS FORMATTED
      11-EXTRACT CARS DETAIL TRANSACTIONS      DATA
         BY ACCOUNT CODING                  22-PRINT DATA
      12-EXTRACT CARS DETAIL TRANSACTIONS
         BY BATCH ID, TYPE OR DATE



      30-EXTRACT CARS AGENCY VENDOR TABLE   99-EXIT FINDS
      31-1099 CARS REPORTING

      40-CIPPS DATA
```

Figure 37 - FINDS Master Menu.

From the FINDS Master Menu, you are instructed to make a selection by typing a number in the Function Field, which corresponds to the selection. The Function Field is located at the top of each data entry screen. The user makes the selection by typing a number corresponding to the selection and pressing <ENTER> to proceed.

These functions are available for each Request Record Maintenance function. The process for using each function is the same regardless of whether the dataset was created in Selection 10, 11, 12, 30, 31, or 40.

NOTE: All instructions to the user are shown in **bold**. All sample user entries are shown in ***bold italics***.

NOTE: It is important to remember that the <ENTER> key performs (EXECUTES) the requested function; <NEWLINE> is used to move the cursor to the next line on the screen.

NOTE: Use the SPACEBAR to blank out any prior entries which may appear on the selection screen. If no prior entries are on the screen, the <NEWLINE> or TAB key may be used to move to the proper space to make the entry.

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Function No. 70700 - Financial Information Downloading System (FINDS)	TOPIC **FINDS: CARS and 1099 Downloading**
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400 Data Disposition (Continued)

401 Selection 20 - View Dataset

Allows you to view the selected dataset on the screen and can be used to review the report to ensure the correct information was selected prior to printing or downloading.

You are able to use the up, down, right and left movement PF keys, or type **UP, DOWN, LEFT, RIGHT** and press <ENTER> from the Function Field to move throughout the dataset. You may return to the Master Menu by typing **END** and pressing <ENTER> from the Function Field.

TO ACCESS VIEW DATASET:

Enter the Selection Number in the Function Field of the Master Menu: Type *20* and press <ENTER>.

The FINDS View Output Dataset Screen 01 as illustrated in Figure 38 will display.

```
  ACTL2001                 FINDS - VIEW OUTPUT DATA SET              D001
  -------------------------------------------------------------------------


     ENTER FUNCTION:  _  (5=MENU, 9=LIST DATA SET)


     DATA SET NAME:  _____


```

Figure 38 - View Output Dataset Screen 01.

SCREEN 01

The function selections offered for Screen 01 are:

5 = **MENU** - Allows you to return to the Master Menu Screen.

9 = **LIST** Dataset - Serves as an execute function and lists the specified dataset.

To view a dataset: Type *9* in the Function Field and press <ENTER>.

The last dataset accessed in FINDS will display on the screen. If the user creates and saves a dataset in Request Record Maintenance and then goes directly to Miscellaneous View Dataset, the last dataset created will display.

If the dataset displayed is the one the user wants to access, press <ENTER> to EXECUTE the function. The dataset displays as illustrated in Figure 39.

400 Data Disposition (Continued)

401 Selection 20 - View Dataset (Continued)

To select a specific dataset to view other than the name displayed, first enter the dataset name by using the <NEWLINE> key to move to the Dataset Name field. Enter a dataset name and press <ENTER> to view the selected dataset.

The View Data Screen 02 as illustrated in Figure 39 will display.

Browse the Report by typing: **UP, DOWN, LEFT**, or **RIGHT** in the Function Field to indicate direction of cursor movement and pressing the <ENTER> key. Typing **END** in the Function Field and pressing the <ENTER> key will end the session and return the user to the FINDS Master Menu.

The selected dataset contains the data selected when building the report in Request Record Maintenance.

A template displays if the userid was created after the last release of ISPF was installed at DIT. If your userid was created prior to the last ISPF installation, see your local Systems Administrator in order to determine if this feature is available to your agency. The template provides a display of Program Function (PF) keys in the message line so that typed entries in the Function field are not necessary.

```
ACTL2001                   FINDS - VIEW DATA                        V001
ENTER FUNCTION: _____  (UP, DOWN, LEFT, RIGHT, END) LINE 000000 COL  001 069
ACT1011.EXTRACT.VENDOR-------------------------------------------------------
*************************** TOP OF DATA *********************************
AGY,VENDOR ID,VS,VENDOR NAME                          ,ACD,PHONE #
151,006366023,00,BRYANT LETTERING AND                ,804,2627133
151,020372768,00,PC CONNECTION, INC                  ,800,2438088
151,020459304,00,WANG EXPRESS                         ,800,4249264
151,025380295,00,ROBERT M. LLOYD CONS                 ,202,7750066
151,026008643,00,AMERICAN GLOBAL INSURANCE COMPANY    ,   ,
151,040522504,02,LITTLETON, CELESTE                   ,   ,
151,041662730,00,NEW ENGLAND VARIABLE LIFE INSURANCE CO. ,617,5783767
151,041867445,00,STATE STREET BANK AND TRUST CO.      ,617,6544070
151,042103547,00,BOSTON UNIVERSITY CORP EDUCATION CENTER ,508,6499731
151,042103580,00,HARVARD BUSINESS SCHOOL PUBLISHING DIV. ,   ,
151,042192707,00,WANG LABORATORIES                    ,508,9673055
151,042192707,01,WANG DIRECT                          ,800,4450344
151,042226590,00,DIGITAL EQUIPMENT CORPORATION        ,   ,
151,042396685,00,PC WORLD                             ,800,2343498
151,042396685,01,MACWORLD                             ,800,2886848
151,042424747,00,COMPUTERWORLD                        ,800,6691002
151,042481011,00,MCCORMAC & DODGE                     ,508,6558700
 PF13=HELP    14=SPLIT    15=END     16=RETURN  17=RFIND    18=RCHANGE
 PF19=UP      20=DOWN     21=SWAP    22=LEFT    23=RIGHT    24=CURSOR
```

Figure 39 - View Output Dataset Screen 02.

400 Data Disposition (Continued)

401 Selection 20 - View Dataset (Continued)

END the Session: Type *END* and press <ENTER> to end the VIEW session and return to the FINDS Master Menu.

402 Selection 21 - Create Lotus Formatted Dataset

This selection allows the user to create a Lotus 1-2-3 formatted dataset which can then be downloaded and imported into a Lotus (or similar) spreadsheet program. The conversion takes place automatically so that when the dataset is saved, it is then ready for import.

TO ACCESS CREATE LOTUS FORMATTED DATASET:

Enter the Selection Number in the Function Field of the Master Menu: Type *21* and press <ENTER>.

The Generate Lotus Output Screen 01 as illustrated in Figure 40 displays.

SCREEN 01

5 = **MENU** - Allows you to return to the Master Menu Screen.

9 = **EXECUTE** - Used to execute the request after the dataset name is indicated.

```
 GENLOTUS                  FINDS - GENERATE LOTUS OUTPUT                 G001
-----------------------------------------------------------------------------


    ENTER FUNCTION: _  (5=MENU, 9=EXECUTE)

 INPUT FILE:            _____

 OUTPUT DATA SET NAME:  _____
```

Figure 40 - FINDS Generate Lotus Output Screen 01.

EXECUTE the Request: Type *9* in the Function Field and <NEWLINE> to Input File field.

Select Input File: Either enter a new file name or <NEWLINE> to next field.

The last dataset accessed in FINDS displays in the Input File field as a default. If the user does not want to change the Input File name, press <NEWLINE> to proceed to Output Dataset Name Field. Or, change the dataset name and press <NEWLINE> to move to the Output Dataset Name field.

400 Data Disposition (Continued)

402 Selection 21 - Create Lotus Formatted Dataset (Continued)

Select Output File: Enter a new dataset name in the Output Dataset Name field and press <ENTER> to EXECUTE the Function. The user cannot use the exact same name for the input and output name.

EXECUTE the Request: Press <ENTER> to execute the request. FINDS formats the data and put quotes around text for importing into Lotus. When the Lotus Format Generator completes the generation of the file, you automatically return to the FINDS Master Menu.

The Lotus Output File may be formatted in two different ways:

1) **For Selection 10** - Summary Data, the normal format is WIDE. In WIDE format the GLA field is taken out of the row and made a column heading. This makes it easy to use the information in a Lotus 1-2-3 spreadsheet.

2) **For Selection 11** - Detailed Financial Transactions by Accounting Code, and Selection 12 - Detailed Financial Transactions by Batch or Process Date, the format is always LONG. In LONG format, the GLA field is left in the row. This is the normal way to use Financial Transactions in a Lotus 1-2-3 spreadsheet.

The maximum spreadsheet width that can be imported into Lotus 1-2-3 (through release 3.0) is 240 characters. If you attempt to convert a Selection 10 - Summary Data spreadsheet that is wider than the Lotus maximum, FINDS will issue a warning message, but will convert the file anyway. For users of dBase, Oracle, FoxPro this warning message may be ignored because these packages do not have the 240 byte limit. FINDS then tries to produce the spreadsheet in LONG format instead of the normal WIDE format. For all three selections: if the spreadsheet is too wide even for LONG format, FINDS will issue an warning message, and return to the Master Menu without creating a Lotus Output File.

To view the Lotus Output File, the user must access Selection 20 - View Data and enter the output dataset name in the appropriate field. Refer to **Appendix D** for additional information on *Lotus* interface with FINDS.

403 Selection 22 - Print Dataset

This selection allows the user to print the selected dataset to any printer specified in the request. Print options are explained in Screen 01 instructions in more detail. When PRINT is selected, the user is able to specify certain parameters such as page width and Sysout Class.

NOTE: FINDS users may print any dataset created during a FINDS session by downloading the file to the PC and then printing the DOS file from the PC. Any printer attached to the PC may be used to accomplish this. However, FINDS has an added feature that allows for special printers to be used. These special printers are known as Remote Job Entry (RJE) and Networked Job Entry (NJE) type printers. For users having printers defined as RJE or NJE, Function 22 is provided to allow users to print datasets **prior** to downloading.

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400 Data Disposition (Continued)

403 Selection 22 - Print Dataset (Continued)

The RJE facility allows remote printers to use the capabilities of the DIT host even though they are not located at DIT.

The NJE facility adds to these capabilities by allowing a job to enter on one node, to execute at another node, and be output on a third node.

An RJE or NJE printer must be attached to and addressed by DIT's IBM Mainframe. For more information on RJE and NJE printers, contact your local Systems Administrator.

TO ACCESS PRINT DATASET:

Enter the Selection Number in the Function Field of the Master Menu: Type *22* and press <ENTER>.

The FINDS - Generate Print Output Screen as illustrated in Figure 41 will display.

SCREEN 01

5 = **MENU** - This selection allows the user to return to the Master Menu Screen.

9 = **EXECUTE** - This selection is used to execute the request after the dataset name is indicated and the printer specifications are provided by the user.

```
 GENRPT                      FINDS - GENERATE PRINT OUTPUT                  PR01
------------------------------------------------------------------------------

  ENTER FUNCTION:    _  (5=MENU, 9=EXECUTE)

  INPUT FILE:     ACT1011.EXTRACT.VENDOR_____

    PRINTER ID (RJE):  RMT11_____

    SYSOUT CLASS: J

    PAGE WIDTH:   1 (1=80, 2=133)
```

Figure 41 - Generate Print Output Screen 01.

EXECUTE: Type *9* and <NEWLINE> to Input File Field.

Select the Dataset to Print: Enter the Input File name and press <NEWLINE>.

Enter the Printer ID (RJE): Enter the local RJE printer ID# and press <NEWLINE>. (The default is LOCAL)

Enter SYSOUT Class: Enter the Sysout Class and press <NEWLINE>. The default is *J*. This entry designates the appropriate JES2 queue for the printed report. For further information, see your local Systems Administrator.

Enter Page Width: Type *1* and press <NEWLINE> for 80 column width type *2* and press <NEWLINE> for 133 column width

400 Data Disposition (Continued)

403 Selection 22 - Print Dataset (Continued)

EXECUTE: press <ENTER> If execute is selected, the printer output generator reads the file specified in the Input File field. The generator then determines the width selected by the user and one of the following occurs:

1) If the width of the dataset is **less than** that of the printer carriage specified (80 or 133), the dataset prints normally with page breaks inserted.

2) If the width of the dataset is **greater than** the width of the printer carriage specified (80 or 133), the generator will split the file. The entire length of the file prints with the width printing as much as possible. When the length is finished printing, the remaining columns not printing the first pass prints at the end. There is a ten (10) byte overlap at the beginning of the report and a title prints which describes the overall position of that page in the whole file. The title gives the page number and the column number.

When the report finishes printing, the system returns to the FINDS Master Menu.

500 Download FINDS Datasets

When each FINDS request is executed, it creates a sequential output file (Dataset) that contains the requested data. The file can then be downloaded into a standard mini-computer or personal computer file, such as an ASCII file. If Selection 21 - Create Lotus Formatted Dataset is used to further process the output file, a second sequential output file in Lotus format is created. This file is formatted so that it can be imported into Lotus 1-2-3 after it has been downloaded.

Whether the standard output file or the Lotus output file is to be downloaded, special equipment is required. Many alternative hardware and software configurations are available to the user for downloading FINDS data. Configurations selected by current users include:

1) **Mini-Computer Equipment**: Some users are performing downloads with mini-computer equipment. Hewlett-Packard 3000, Wang VS, IBM AS 400, IBM System/36, and IBM VM-based mini-computers are currently being used to download FINDS data.

2) **Mainframe Equipment**: One user is using mainframe software. This agency transfers the FINDS files from the DIT IBM mainframe to the DIT Unisys/Sperry mainframe and then loads the data into the DIT mainframe MAPPER software.

3) **Personal Computer Equipment**: A majority of users download the data directly from the DIT IBM mainframe to a PC. Even within the PC environment, there are many alternatives for downloading the FINDS files from DIT to the computer.

The procedure that you must follow to download the data depends on your hardware, software, and telecommunications equipment. The procedure that is provided in this Appendix applies only for the equipment that DOA recommends. If other equipment is selected, consult your local Systems Administrator for the procedure to be followed.

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DOWNLOAD PROCEDURE FOR DOA-RECOMMENDED EQUIPMENT

Step 1   Create a FINDS output file. Optionally, create a Lotus formatted FINDS output file. Return to the FINDS Master Menu. Select *99* - Signoff. The computer responds with a READY Prompt.

Step 2   Toggle over to the DOS window. The procedures used to toggle to DOS vary with the exact hardware/software configuration used.

         IBM PS/2 Model 50Z and IBM Emulation Program Software and IBM Multi-Protocol Adapter A board: press SHIFT + ESCAPE to toggle to DOS.

         IBM PS/2 Model 50Z and IBM Workstation Program Software and IBM 3270 Connection board: press ALT + PAGEUP to toggle to DOS.

         Non-IBM AT-compatible, such as a COMPAQ 286, and IRMA REMOTE and IRMA FT/3270 software and IRMA REMOTE board: press LEFTSHIFT + RIGHTSHIFT to toggle to DOS.

Step 3   At the DOS **C:** prompt, change to the directory that contains the IBM Emulation Program, the IBM Workstation Program, or the IRMA REMOTE software. A sample command might be *CD\E3270*, where directory E3270 contains the download software. See your System Administrator to determine the directory that contains the download system software.

Step 4   Now you are ready to perform the actual download. Enter the following command at the DOS prompt:

         RECEIVE DOSNAME.DAT 'USERID.IBMNAME' ASCII CRLF

         and press the <RETURN> key. An explanation of each term is as follows:

         RECEIVE: Enter *RECEIVE* as literal text with exact spelling.

         DOSNAME: Do not key this text as a literal keyword. Instead, select a name that will be used for the file after it has been downloaded to the PC. The name can be anything that follows legal DOS name standards. Sample legal names are: *DOWNLD.DAT* or *FINDS.DAT* or *\DOWNLD\FINDS.DAT*. (The last sample name asks DOS to place the file in a different directory *\DOWNLD* to keep the downloaded file out of the directory that contains the download system software.) For more information on DOS name standards, see your System Administrator.

         '**USERID.IBMNAME**' Do not key this text as a literal keyword. Instead, provide the exact name that you called the FINDS.mainframe output file or FINDS Lotus output file, depending on whether you are downloading the original output file or the Lotus output file. The computer will attempt to download the file that you specify. Be sure to provide the full name and all periods that separate parts of the name. Put the name in single quotes. **Do not put any spaces anywhere within the single quotes.** Sample names are *'ACT1175.TEST.DATA'* or *'VPA001.FINANCE'*.

         ASCII: Enter *ASCII* as literal text with exact spelling. This keyword causes the computer to convert the mainframe data, which is stored in EBCDIC character code, into the format needed by the PC, which is ASCII character code.

DOWNLOAD PROCEDURE FOR DOA-RECOMMENDED EQUIPMENT

CRLF: Enter **CRLF** as literal text with exact spelling. This keyword causes the computer to convert the mainframe records into PC records by adding a carriage return and line feed code at the end of each mainframe record.

Two sample complete statements are as follows:

RECEIVE DOWNLD.DAT 'ACT1175.TEST.DATA' ASCII CRLF

RECEIVE\DOWNLD\FINDS.DAT 'VPA001.FINANCE' ASCII CRLF

Step 5 Wait while the download executes. As the download proceeds, the computer periodically reports the number of bytes of information downloaded thusfar. When the download is complete, the computer provides a final count of the number of bytes in the file that has been downloaded.

Step 6 You can now process the downloaded file with your PC application software. After the file has been downloaded, you can input it into the PC application software by using the DOSNAME.DAT name that you provided in Step 4. Unless you specified a special directory in Step 4 for the downloaded file (as was illustrated by the \DOWNLD\FINDS.DAT example), the downloaded file will be stored in the same directory as the download system software. Assuming that the download system software is stored in a directory called \E3270\, sample ways to reference the downloaded file are: **\E3270\DOWNLD.DAT** or **\E3270\FINDS.DAT** or **\DOWNLD\FINDS.DAT** (the last example assumes that you downloaded the file to the \DOWNLD\ directory rather than to the directory that contains the system software).

The downloaded data can be input into a variety of PC application software packages. Packages currently being used with FINDS include Lotus 1-2-3, SuperCalc, dBASE, and ORACLE.

To load the data into Lotus 1-2-3, perform the following tasks:

A. Change to the directory that contains the Lotus 1-2-3 software. A sample command is: **CD\123**.

B. Execute Lotus 1-2-3.

C. After you have entered Lotus 1-2-3, invoke the File Import function and import the downloaded file as NUMBERS. A sample command is: **/FIN**. Provide the DOSNAME.DAT entered in Step 4 for the name of the file that is to be imported. Make sure that you provide the directory as well as the name. Sample entries for the name of the file are: **\E3270\DOWNLD.DAT** or **\E3270\FINDS.DAT** or **\DOWNLD\FINDS.DAT**.

D. Wait while Lotus executes the Import. After Lotus finishes, all of the FINDS fields align into separate Lotus columns, if you downloaded a FINDS Lotus formatted file.

DOA CONTACT

Database Administration, (804) 225-3049.

SUBJECT CROSS REFERENCES

CAPP Topic No. 70710, "FINDS: CIPPS Downloading"

CAPP Topic No. 70805, "1099 Reporting System"

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APPENDIX A

TERMS GLOSSARY

TERMS GLOSSARY

Terms used in this guide are defined below.

ALLOCATE: A process wherein FINDS locates space on the IBM system, labels that space, and decides how much space will be needed. Twice daily, all FINDS datasets are deleted.

BATCHING: A method of entering groups of similar transactions.

FIELD: In FINDS, an area of the screen which the user may modify by entering data in the space provided. Some fields must have valid data entered before the system will allow the user to move onto another screen or function. If the required data is invalid, the system highlights the incorrect field(s) and prompts the user to correct the information.

FUNCTION FIELD: In FINDS, is found on every screen. All the available functions are defined to the user and space is provided for the user to key a function. Program Function (PF) Keys have the same effect as their numeral equivalents. For example, <PF10> is the same as 10 + <ENTER>.

HEADER LINE: The two lines of text at the very top of the screen where the following data is displayed: Current Program Name, Screen Title, and Screen Short Name.

HOTKEY: If the user makes a selection in FINDS by entering a number corresponding to the selection in the Function Field, <ENTER> must be pressed before the function will execute. FINDS users are offered an alternative method of making function selections in the Function Field. The Program Function (PF) keys in FINDS are hot-keyed, which means that the user does not have to press <ENTER> to execute the function. Using a (PF) key allows the user to make one entry instead of two.

MESSAGE LINE: In FINDS, are the two bottom lines on the screen where the system communicates with the user on a variety of subjects. Error messages, user action messages, and user information messages will display on these two lines.

NODE: A processor in a network where a job can be executed.

PRINT WIDTH: The system needs to know if you are using an 80 or 133 byte character printer. If you are using a printer wider than 133 characters, select 133.

SCREEN: Defined to be each unique display where data can be entered or viewed on the screen.

SYSOUT CLASS: Entry designates the appropriate JES2 queue for the printed report. The default is **J** in FINDS.

APPENDIX B

ERROR AND RETURN CODES

ERROR AND RETURN CODES

A FINDS user may experience an error condition while operating the system. Many of these messages require the user to simply re-enter information. This section on error codes is distinguished by type: 1) System Error Codes, and 2) System Abend Codes.

System Error Codes

When a FINDS user is logged on to TSO and executes FINDS, the system goes through a series of initialization procedures to make the on-line system active. After the initialization process successfully completes, the user is able to utilize the on-line system. The user may experience errors during the start-up period and during on-line usage. For errors that are not listed in this Appendix or which persistently recur, call the Department of Accounts, Database Administration, for information.

On-line error messages and codes display to user when an error or system failure occurs. If a "fatal error" occurs, the user will probably be taken out of FINDS and returned to the READY Prompt.

Several error messages occur frequently due to common errors. The most frequent error codes are explained below. If the user should see an error code or message that is not familiar, call the FINDS Database Administrator.

AGENCY CONTAINS INVALID CHARACTERS: The user entered non-numeric data in the agency field: Use valid Agency Codes for agencies, correct error, and continue.

AGENCY NOT AUTHORIZED FOR USER ID: User selected an agency which he does not have access to in CARS Security Table: Change agency number and try again. (The user may also submit a CARS Security Table Maintenance Form to request access to other agencies' data by following the procedures outlined in Subtopic 203, "Gaining Access to FINDS".)

ATTEMPTING TO DELETE RECORD NOT READIED FOR DELETION: The user tried to delete a request by entering only the request number: Use function 1 or 2 to View or View Next Request until the desired request is displayed, then delete the request.

CORRECT HIGHLIGHTED FORMAT ERRORS AND DEPRESS ENTER KEY: The user entered invalid data in a field (noted by highlighted text): Correct entry and continue.

DOWNLOADING AGENCY DOES NOT EXIST: A selected agency does not exist on the Downloading Master files: Change field and continue.

DOWNLOAD CONTROL PROGRAM BEING TERMINATED: System error during start-up: CARS II or Database is down: Try system later.

ENTER PASSWORD FOR MASTER CATALOG: An incorrect dataset name was entered: Press <ENTER>. It may be necessary to logoff TSO and log back on.

FINDS SYSTEM NOT OPEN FOR ACCESS: FINDS session establishment failed due to system error: Try again later or call DOA for more information.

FUNCTION ENTERED IS INVALID: An incorrect function was entered: Check function ID and retry.

"LONG FORMAT" WIDTH CALCULATED AS *NNNN* BUT MAXIMUM WIDTH IS 240 ***ERROR*** SPREADSHEET TOO WIDE FOR LOTUS 1-2-3 IMPORTING***: The number *NNNN* is the spreadsheet width that would have been produced had FINDS produced the LONG format report. Since this number is larger than 240 characters, the Lotus 1-2-3 maximum, FINDS will not output the report. To correct the problem, modify the request record so that fewer data elements are selected in one request, and re-run the request.

NO DATA MET AGY-GLA SELECTION CRITERIA: No data in the Download Database met the criteria selected by the user: Correct the selection criteria and re-execute.

ON-LINE SYSTEM NOT AVAILABLE FOR ACCESS: FINDS dollar amounts are out of balance: Call DOA for more information.

RESPONSE CODE NOT ZERO ON FILENAME ACTION ACCESS: FINDS discovered errors while accessing a file or Database is down: Call DOA for more information.

RESPONSE CODE NOT ZERO ON SECURITY ACCESS: FINDS system unable to access CARS II security table or CARS II or Database is down: Call DOA for more information or try again later.

RESPONSE CODE NOT ZERO ON SYSTEM MANAGEMENT ACCESS: FINDS unable to access database file: Inform DOA personnel and try again later.

USER IDENTIFICATION NOT AUTHORIZED FOR ACCESS TO FINDS: Userid has not been processed in FINDS: Follow procedures in Sub-topic 203, "Gaining Access to FINDS".

"**WIDE FORMAT' WIDTH CALCULATED AS *NNNN* BUT MAXIMUM WIDTH IS 240 *WARNING* 'LONG FORMAT**" **WILL BE USED INSTEAD OF 'WIDE FORMAT'*:** The number *NNNN* is the spreadsheet width that would have been produced had FINDS produced the usual WIDE format report. Since this number is larger that 240 characters, the Lotus 1-2-3 maximum, FINDS will output the report in LONG format instead. If WIDE format is desired, correct the request record so that fewer time periods and/or GLA's are selected in one request, and re-run the request.

System Abend Codes

During certain key functions, the user may encounter a serious system error. These errors require the user to signoff of FINDS and start over. These errors are identified by numeric abend codes or response codes. For abend codes that are not listed below or which persistently recur, call the Department of Accounts, Database Administration, for information.

The following user error messages are the most common errors reported to DOA. The reason code number is shown along with the System Error Message. The solution to the error is given in italics.

Reason	System Error Message	Solution
050	FINDS System Unavailable	Userid not in Security Table. Please submit FINDS Access Form DBAF001.
048 or 148	Entire Database Unavailable	Please try later.
0410	Returned by Dyamic Allocation	Dataset name invalid. MSG may display: Signoff FINDS and try again. If problem recurs, contact DOA Database Administration.
035C	Returned by Dynamic Allocation	Dataset name is invalid. Enter MSG may display: function to re-run. Contact DOA Database Administration.

APPENDIX C

DISK DATASET NAMES

DISK DATASET NAMES

Datasets created in FINDS can be saved to disk for later use. The following criteria must be followed in order for the dataset to save to disk.

Dataset names may contain up to 44 characters including period separators. The following is standard for all non-temporary disk dataset names:

*1)   High Level Index (HLI)- Maximum eight (8) positions followed by a period of which the first three (3) positions are the agency abbreviation. **It is recommended that the HLI consist of the userid.**

For example, if DOA wants to name a dataset, the correct process could be as follows:

ACT1011.FILENAME.TEST

*The High Level Index must be approved by DIT.

2)   The dataset identifier must be in no greater than eight (8) alpha-numeric characters, each followed by a period separator.

3)   The basic rule to follow is to begin each dataset name with the userid, begin each section with an alpha character, end each section of the name with a period separator (except the last section), and do not exceed eight characters per section, for a maximum total of 44 characters, including periods.

APPENDIX D

OBJECT/SUB-OBJECT TITLES

(LOTUS 1-2-3 INTERFACE)

OBJECT/SUB-OBJECT TITLES
(LOTUS 1-2-3 INTERFACE)

The following system of adding object/sub-object titles to a Lotus 1-2-3 spreadsheet was designed and developed as a tool to be used with the FINDS system. It was developed by Barbara Mann at the Department of Motor Vehicles.

The Department of Accounts maintains a permanent file containing the titles of the sub-object codes that are used in CARS. The file, ACT.PROD.SUBOBJ.TITLES, is available to agencies, and it may be downloaded at any time, by using the same techniques used to download FINDS files.

The following steps are used to add Sub-object titles to a spreadsheet:

1) Download ACT.PROD.SUBOBJ.TITLES to the PC.

2) Download spreadsheet data from FINDS. Import the FINDS data into the spreadsheet. Format the spreadsheet as normal (i.e., add column-width and dollar-format adjustments).

3) Insert a blank column immediately to the right of the sub-object code column in the spreadsheet. Format the column to have a width appropriate to the titles (usually at least 25 characters but not more than 40 characters).

4) Import ACT.PROD.SUBOBJ.TITLES (as Numbers) to a column that is to the right of the entire FINDS spreadsheet.

5) Position the cursor in the cell immediately to the right of the top cell containing sub-object codes (in other words, in the top cell of the column that is to contain the titles).

6) Enter an @VLOOKUP command to find the title of the first sub-object code. The @VLOOKUP command records the title in the top cell. For reference, @VLOOKUP commands are described in the Lotus 1-2-3 Reference Manual -- Release 2.01, Lotus Development Corporation, Cambridge, MA, 1986, pp 4-27; also, use of the $ sign to fix column positions is necessary within @VLOOKUP, as described on page 2-54 of the same Manual.

7) Copy the top title cell (containing the @VLOOKUP command) to all cells below it in the title column. This causes Lotus 1-2-3 to find each sub-object's title and move it into the proper cell.

The file containing sub-object titles, ACT.PROD.SUBOBJ.TITLES, is available all month long for downloading access. During the month-end close process, the file is re-created from the standard CARS tables. Agencies should periodically re-download the file to ensure that all modifications to the CARS tables are reflected in their spreadsheets. If the file is re-downloaded once per quarter, most titles will remain sufficiently current.

While the original design has been built to add titles for sub-object codes, the same approach can be used for all kinds of other titles. For example, the same approach can be followed to add titles for sub-programs. All steps are the same except for the following:

1) At Step 1, instead of downloading the titles, key them directly into a separate, two-column spreadsheet. In the left column, enter the sub-program code. In the right column, enter the corresponding title. Save the spreadsheet.

2) At Step 4, instead of importing ACT.PROD.SUBOBJ.TITLES, retrieve the subprogram-titles spreadsheet to a column that is to the right of the entire FINDS spreadsheet.

All other steps are the same. Once the titles are in the spreadsheet, the @VLOOKUP command can be used to find the one corresponding to each sub-program code. In this way, the original approach for adding sub-object titles can be used for adding sub-program and other titles to the spreadsheet.

APPENDIX E

STANDARD DEFINITION ACCOUNTING ENTITIES

STANDARD DEFINITION ACCOUNTING ENTITIES

The Commonwealth Accounting and Reporting System (CARS) is based on a General Ledger Account (GLA) basis; that is, accounting transactions "post" to certain GLA's based on that type of transaction. The FINDS downloading subsystem of CARS is structured the same way. For a user to retrieve a certain accounting transaction, the user must first know the GLA that the transaction posted to.

Reports from CARS have, for some time, been the sole source of accounting information. These reports commonly do not state the GLA, rather, they state an accounting term. Report programs have been analyzed and a cross-reference between accounting terms and their associated GLA's has been developed as noted below.

CARS Term	GLA's
Allotments	102
Unalloted	102 - 900
Unexpended Allotment	102 + 901
Encumbrance	104
Expenditures (Net)	901 + 902 (902 - Expenditure Refunds is carried as a negative "CREDIT" balance)
Unexpended	(890 + 891) - (901 + 902)
Budgeted	890 + 891 (negative "CREDIT" balance)
Operating Plan	892 + 893 (negative "CREDIT" balance)
Budget Plan	890 + 891 (negative "CREDIT" balance)
Revenues	961 (negative "CREDIT" balance)
Revenue Refunds	962
Revenue Estimate	960
Cash Balance	101
Collected	961 + 964
Deferred	719
Refunded	962

APPENDIX F

KEYBOARD LAYOUTS

KEYBOARD LAYOUTS

FINDS was designed to work with an IBM 3270 on-line terminal. If you want to use a different type of terminal, such as a PC, you must first determine which keys to press on your terminal so that it will send the signals that are expected of an IBM 3270 terminal. This process is called **keyboard mapping**.

Keyboard mapping is dependent on the hardware, software, and telecommunications equipment that you are using. The keyboard maps for two types of equipment recommended by DOA are provided for FINDS users on the next two pages. If you are using equipment other than the type included in the worksheets, see your local Systems Administrator to obtain a keyboard map for your terminal.

The following worksheet should be completed prior to using FINDS. In the left column, the IBM terminal key function is provided. In the second column, the keyboard map for a COMPAQ 286 PC using IRMA REMOTE software and IRMA REMOTE board is provided. For example, on the COMPAQ, press the F1 key to send the IBM mainframe the ATTention key signal; or, press ALT + 1 to send the PF1 key signal.

In the third column, the keyboard map for an IBM PS/2 Model 50Z using the IBM Workstation Program and the IBM Connection board is provided. On the PS/2, press the ESC key to send the Attention key signal; or press F1 to send the PF1 key signal.

The fourth column of the worksheet is blank. You should record your own keyboard map in this column.

3270 Key Function	IRMA Remote SNA Key*	IMB 3270 Workstation Key**	Your Local Software Key
INSERT Allows user to insert characters in a field	INSERT	INSERT	
LOCAL COPY Prints screen on locally attached printer	SHIFT + PRTSCR	PRINT SCREEN	
NEWLINE Moves cursor down to next line defined on screen	F9	ENTER	
PA1 Application program signal	CRTL+J	PAGE UP	
PA2 Application program signal	CRTL+K	PAGE DOWN	
PA3 Application program signal	CRTL+L	SHIFT+PAGE UP	

*   Using COMPAQ Standard Keyboard
**   Using PS/2 Enhanced Keyboard

3270 Key Function	IRMA Remote SNA Key*	IMB 3270 Workstation Key**	Your Local Software Key
PF1 - PF12 Application program signal	ALT+1 THROUGH ALT+=	F1 THROUGH F12	
PF13 - PF24 Application program signal	CRTL+1 THROUGH CTRL+=	SHIFT+F1 THROUGH SHIFT+F12	
RESET Unlocks keyboard after invalid user input	F10	RIGHT ALT	
ATTENTION Breaks application control	F1	ESC	
CLEAR Clear screen	F2	PAUSE	
CURSOR DOWN Moves the cursor down one line	DOWN ARROW	DOWN ARROW	
CURSOR LEFT Moves the cursor left one position	LEFT ARROW	LEFT ARROW	
CURSOR RIGHT Moves the cursor right one position	RIGHT ARROW	RIGHT ARROW	
CURSOR UP Moves the cursor up one line	UP ARROW	UP ARROW	
DELETE Deletes character from a field	DEL	DELETE	
ENTER Enter all data entered by user on screen	ENTER	RIGHT CTRL OR RIGHT ENTER	
ERASE END OF FIELD Deletes whole field	F6	END	
HOME Moves cursor to first field defined on a screen	HOME	HOME	

* Using COMPAQ Standard Keyboard
** Using PS/2 Enhanced Keyboard

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APPENDIX G

CARS FINANCIAL TRANSACTION DATA ELEMENT DEFINITIONS

CARS FINANCIAL TRANSACTION DATA ELEMENT DEFINITIONS

The following definitions are provided for entries to Screen 02 on Selection 12 and Screen 03 on Selection 11. The user will make entries going across the screen and the definitions are given in that sequence.

AGY-LIST-NO (AGENCY LIST NUMBER): Data element assigned by an agency to identify each batch of accounting transactions.

AGY-REF-NO (AGENCY REFERENCE NUMBER): Data element used by agencies for any purpose. (AKA Agency Use Field).

AGY-VOUCH-DATE (AGENCY VOUCHER DATE): Data element indicating the date the voucher is prepared by the agency.

AGY-VOUCH-NO (AGENCY VOUCHER NUMBER): Data element used by the batching agency to associate transactions with a source document.

CHECK DATE: This data element is the date of a disbursement check.

CHECK NUMBER: Data element identifying the unique check number printed on a disbursement check.

COST CODE: Data element assigned by an agency to identify organizational units, geographical locations, projects, or any other classifications desired.

CUR-DOC-NO (CURRENT DOCUMENT NUMBER): Data element reflecting the reference number assigned to encumbrance transactions.

DR-CR-AGENCY (DEBIT and CREDIT AGENCY): Data element indicating which agencies were debited and credited by the transaction.

DUE-DATE: Check Due Date.

ELEMENT: Two digit data element indicating an element within the program structure. A specific subdivision of a sub-program.

FIPS/PSD (FEDERAL INFORMATION PROCESSING STANDARDS/POLITICAL SUBDIVISION): Data element identifies the geographical location according to Federal Information Processing Standards (FIPS). PSD data element indicates the political subdivision of Virginia.

FUND: Two digit data field which identifies the major fund group associated with a transaction (AKA FUND GROUP).

FUND-DET: (FUND DETAIL): Data element identifying a particular sub-entity within a Fund Group.

GL-ACCTS(1-8) IN SEPARATE COLS. (GENERAL LEDGER ACCOUNTS IN SEPARATE COLUMNS): Data elements identifying general ledger accounts to which a transaction was debited and credited. This selection prints up to 8 occurrences in separate columns.

INVOICE DESCRIPTION: Data element which is the description of the item.

MIN-BUS-IND (MINORITY BUSINESS INDICATOR): Data element signifying that the Vendor is a qualified minority business, as defined by the Department of Purchasing and Supply. (This field is not currently used in CARS or FINDS, but is reserved for future use.)

MULTI-PURPOSE: Data element used by agencies to identify any unique agency- related detail information.

NET AMOUNT: Data element that is a dollar amount used in place of transaction amount to post to the 7th and 8th GLA in a transaction where GLA's in the 7th and 8th positions are provided.

OBJECT: Two digit data element identifying the major object of expenditure.

ORG-LEVEL 1,2,3,4 (ORGANIZATIONAL LEVEL): Data element used to identify organizational levels within an agency. Level 1 is the highest level within an agency's organization and level 4 is the lowest organizational unit. The user may select from 1 -4 levels.

PHASE: Data element used to differentiate between time oriented periods or other units during one project.

PROCESS-DATE: Data element identifying the date that a transaction was processed by the edit program. The date is reset by the system each time the transaction goes through the edit process. The data maintained on the history file indicates the date that the transaction passed the edit process.

PROGRAM: Three digit data element indicating allocation of resources and expenditure information.

PROJECT: Unique five digit number assigned to a specific project.

REF-DOC-NO (REFERENCE DOCUMENT NUMBER): Data element which is a reference number, such as a purchase order or contract number, which is in the system in addition to the source document number (AKA Control Document Number).

REV-SOURCE (REVENUE SOURCE): Data element indicating the specific types of revenues.

SUB-OBJECT: Two digit data element defining the minor object of expenditure.

SUB-PGR (SUB-PROGRAM): Data element indicating a sub-program within the program structure. A specific subdivision of a program.

TASK: Data element used to differentiate between work or site oriented tasks in one project.

TRANS-CODE (TRANSACTION CODE): Data element which may designate the edit criteria the transaction must pass before posting can take place, and the general ledger accounts and files to which accounting entries will be posted.

VENDOR-NAME: Data element which is vendor's name.

VENDOR ID: Data element assigned by the agency and used to uniquely identify a vendor.