

View, Download, and Format AKSAS Reports

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Introduction

In addition to the paper, microfiche and online routing options, many AKSAS reports may be routed to mainframe datasets. The contents of these reports can be viewed in AKSAS using the RV – View Reports menu option. In most cases, the View Reports subsystem can be used to transmit reports as email attachments. The reports can also be copied to a local personal computer (PC) or to a network drive using file transfer protocol (FTP) client software. The purpose of this guide is to describe how to use these tools to view online reports and to retrieve AKSAS reports that have been routed to mainframe datasets. The guide will also describe how to use an MS Word template, provided by the Department of Administration, Division of Finance, to format the AKSAS report output for printing.

View Reports in AKSAS

From the AKSAS main menu, the RV – View Reports subsystem is used to view the contents of reports routed to a particular RD code or, in the case of dataset reports, to an ACF2 user ID. Reports that have been routed to an “online” destination (O-JN or O-AN) or to a dataset will be available in the RV system for five days. In most cases, you can also view hard copy reports from the most recent AKSAS run.

The online media code, O, is a useful option for reports that you need to view on a periodic basis but do not need to print. For example, you may have a daily management report that is used to track the available balance for one or more appropriations. There’s no reason to print such a report when you can simply view it each morning using RV. It’s also possible to route online reports to print if you later decide that you need to retain a hard copy.

SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

Follow these steps to access your report output in AKSAS:

1. From the AKSAS Main Menu, **type RV** in the SELECTION field and **press <ENTER>**.

```

RD: 152          ALASKA STATEWIDE ACCOUNTING SYSTEM          04/30/2012
                  MAIN MENU                                TERM ID: X38I

SELECTION==> RV

-----REPORTING-----
RM  MANAGEMENT REPORTING
RR  REPORT REQUEST MAINTENANCE
RV  VIEW REPORTS
RO  ONLINE AUDIT TRAIL

-----ONLINE INQUIRY-----
IO  OPEN ITEM INQUIRY
IE  ENTITY AND CC/LC INQUIRY
IU  ORGANIZATION/USER INQUIRY
IV  VENDOR INQUIRY
IW  WARRANT INQUIRY

-----DATA ENTRY-----
DS  START/RESTART BATCH
DM  MAINTAIN BATCHES
DA  AUTHORIZE TRANSACTIONS
DC  CERTIFY TRANSACTIONS
DO  ACCESS OTHER BATCHES
DU  SUBSTITUTE AUTHORIZER
DI  REQUEST AKSAS INTERFACE
AP  AUTOMATED PAYMENT SYSTEM

--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE  EASYTRAN RECORD MAINTENANCE
SP  USER PASSWORD MAINTENANCE
TR  TAX REPORTING
TP  THIRD PARTY BILLING
EQ  EQUIPMENT MAINTENANCE
ER  EDI RETURN/REVERSALS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  QUIT          LOGON          PFKYS          HELP
  
```

Available online and hard copy reports for your RD code display. The current selection criteria appear at the top of the screen. The criteria defaults to the RD code that you used to log in to AKSAS, all media codes (*), and all destination codes (*). You can change the selection criteria by entering new values in the DISTRB RD, MEDIA, AND DEST fields provided at the bottom of the screen and pressing <ENTER>. If there is more than one page of reports to display, you can scroll through the list using the PF3-PGDN, PF2-PGUP, PF5-BOT, and PF4-TOP keys.

```

RV: VIEW REPORTS ONLINE          DATE: 04/30/2012
DISPLAY REPORTS FOR DISTRB RD 152 MEDIA * DEST *          PAGE: 1

  REPORT ID   RRN   DESCRIPTION   MEDIA RPT  LINE  CREATE  PRINT
             -DEST CPYS  COUNT   DATE   STATUS
-----
 1 B60001 240634 THIS REPORT IS TO LO H-DS 1 2710 04272012 PRINTED
 2 B86502          EDI REVERSALS REGSTR 0-JN 1 7 04232012 ONLINE
 3 B86502          EDI REVERSALS REGSTR 0-JN 1 10 04232012 ONLINE
 4 B86502          EDI REVERSALS REGSTR 0-JN 1 7 04242012 ONLINE
 5 B86502          EDI REVERSALS REGSTR 0-JN 1 7 04252012 ONLINE
 6 B86502          EDI REVERSALS REGSTR 0-JN 1 7 04262012 ONLINE
 7 B86502          EDI REVERSALS REGSTR 0-JN 1 7 04272012 ONLINE
 8 B87001          EDI VENDORS PRENOTED 0-JN 1 66 04232012 ONLINE
 9 B87001          EDI VENDORS PRENOTED 0-JN 1 71 04242012 ONLINE
10 B87001          EDI VENDORS PRENOTED 0-JN 1 70 04252012 ONLINE
11 B87001          EDI VENDORS PRENOTED 0-JN 1 73 04262012 ONLINE
12 B87001          EDI VENDORS PRENOTED 0-JN 1 77 04272012 ONLINE

ENTER SELECTION NUMBER
-OR- NEW SELECTION CRITERIA: DISTRB RD MEDIA DEST
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  QUIT          PGDN          BOT          DWNLD          PFKYS PRT          HELP
  
```

SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

- From the RV: View Reports Online screen, **type the selection number** in the ENTER SELECTION NUMBER field and **press <ENTER>**.

```

RV: VIEW REPORTS ONLINE                               DATE: 04/30/2012
DISPLAY REPORTS FOR DISTRB RD 152  MEDIA * DEST *    PAGE: 4

  REPORT ID   RRN   DESCRIPTION   MEDIA RPT  LINE  CREATE  PRINT
             -DEST CPYS  COUNT   DATE   STATUS
-----
  37 B88202    VCHR EDI RVRSL ERROR 0-JN 1     7 04252012 ONLINE
  38 B88202    VCHR EDI RVRSL ERROR 0-JN 1     7 04262012 ONLINE
  39 B88202    VCHR EDI RVRSL ERROR 0-JN 1     7 04272012 ONLINE
  40 B88203    VCHR EDI RVRSL TRXNS 0-JN 1     9 04232012 ONLINE
  41 B88203    VCHR EDI RVRSL TRXNS 0-JN 1     7 04242012 ONLINE
  42 B88203    VCHR EDI RVRSL TRXNS 0-JN 1     7 04252012 ONLINE
  43 B88203    VCHR EDI RVRSL TRXNS 0-JN 1     7 04262012 ONLINE
  44 B88203    VCHR EDI RVRSL TRXNS 0-JN 1     9 04272012 ONLINE
  45 B96001    ADD/CHANGE VNDR CNTR 0-JN 1    10 04232012 ONLINE
  46 B96001    ADD/CHANGE VNDR CNTR 0-JN 1    10 04242012 ONLINE
  47 B96001    ADD/CHANGE VNDR CNTR 0-JN 1    10 04252012 ONLINE
  48 B96001    ADD/CHANGE VNDR CNTR 0-JN 1    10 04262012 ONLINE

ENTER SELECTION NUMBER 45
-OR- NEW SELECTION CRITERIA: DISTRB RD  MEDIA DEST
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT PGUP PGDN TOP BOT  DWNLD          PFKYS PRT          HELP
    
```

SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

On the report screen, **press <ENTER>** to scroll downward through the report, or use the assigned PF keys to scroll through the output. Note that the PF key assignments are different on the report screen from the previous screen containing the list of reports. Because the standard report output is wider than what can be displayed on the screen, scroll right (PF 11) and left (PF10) to see the entire report. You can also position the cursor anywhere on the screen and press <PF6-CSR>. The location in the report where the cursor was positioned will be moved to the upper left hand corner of the screen.

```
WWW
Top of Report
ASAB9600-00 RD : 00125
RSN: 08060 CPD: 04/23/12

STATE OF ALASKA
STATEWIDE ACCOUNTING SYSTEM
PROCESSED TRANSACTION FILE (PTF) EXT
LIST ADDED/CHANGED VENDORS - CONTROL

PTF RECORDS READ      PTF RECORDS SELECTED
-----
18,993                95

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT             CSR  UP  DOWN  PKYS  LEFT  RIGHT  HELP
```

Route Online Reports to Hard Copy

To route an online report to hard-copy output, on the RV: View Reports Online screen, **type the selection number** in the ENTER SELECTION NUMBER field and **press <PF10-PRT>**. A window displays where you can **enter a new media and destination code**. Press <ENTER> to save your changes.

For example, entering H-JN will route the report to hard-copy output in Juneau. Printing the report is an overnight process. Once you've updated the routing information, the report will be picked up during the next nightly AKSAS batch schedule and the output will be included with your other hard-copy AKSAS reports.

```

Enter Media and Destination
Processing print request for report number
Enter Media: h
and Destination: jn
For output and press Enter
PF1=Quit
DATE: 04/30/2012
PAGE: 4
CREATE PRINT
DATE STATUS
-----
7 04252012 ONLINE
7 04262012 ONLINE
7 04272012 ONLINE
9 04232012 ONLINE
7 04242012 ONLINE
7 04252012 ONLINE
7 04262012 ONLINE
9 04272012 ONLINE
10 04232012 ONLINE
10 04242012 ONLINE
10 04252012 ONLINE
10 04262012 ONLINE
40 B88203 VCHR EDI RVRSL TRXNS 0-JN 1
41 B88203 VCHR EDI RVRSL TRXNS 0-JN 1
42 B88203 VCHR EDI RVRSL TRXNS 0-JN 1
43 B88203 VCHR EDI RVRSL TRXNS 0-JN 1
44 B88203 VCHR EDI RVRSL TRXNS 0-JN 1
45 B96001 ADD/CHANGE VNDR CNTR 0-JN 1
46 B96001 ADD/CHANGE VNDR CNTR 0-JN 1
47 B96001 ADD/CHANGE VNDR CNTR 0-JN 1
48 B96001 ADD/CHANGE VNDR CNTR 0-JN 1
ENTER SELECTION NUMBER 45
-OR- NEW SELECTION CRITERIA: DISTRB RD MEDIA DEST
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT PGUP PGDN TOP BOT DWNLD PFKYS PRT HELP

```

View Reports Routed to Datasets

AKSAS reports that have been routed to datasets are listed on the RV: View AKSAS Report Dataset screen. To view the reports, follow these steps:

1. From the RV: View Reports Online screen, **press <PF6-DWNLD>**.

```

ENTER SELECTION NUMBER _____
-OR- NEW SELECTION CRITERIA:  DISTRB RD _____ MEDIA _ DEST ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT                      DWNLD                      PFKYS PRT          HELP

```

2. The RV: View AKSAS Report Dataset screen defaults to your current CICS user ID (the seven-character ID that you use when you log in to the mainframe). To view reports for another ID, type the new value in the **Enter a New UserID for Display** field and **press <ENTER>**.

```

RV: VIEW AKSAS REPORT DATASET - LIST DATASET(S) FOR AAPCADP          PAGE: 1
NO DATASETS FOUND

  CMD   RRN   RPT ID   DESCRIPTION   DISTRB   CREATE   SIZE
  ---   ---   ---      ---          ---      ---      ---
                                     RD        DATE      (MB)

ENTER A COMMAND ABOVE -OR- A NEW USERID FOR DISPLAY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT                      PROF                      PFKYS              HELP

```

SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

The RV: View AKSAS Report Dataset screen displays a list of AKSAS reports routed to H-DS for the selected user ID.

Each entry includes information about the AKSAS report request and the dataset name (DSN) that it was routed to. A dataset is simply a file on the mainframe. A dataset name is composed of one or more nodes, up to eight characters each, separated by periods. The first two nodes of an AKSAS report dataset are always AFSN.ADS. The third node is the user ID that the report was routed to (AACCCAS in the example below). The remaining nodes of the dataset name contain information about the report request like the report request number and report ID. However, this information is encoded in order to fit into the space allowed. In the left hand column next to each listed report is a one-character command (CMD) field. There are three valid commands that may be entered, V – View Report, M – Send Report as an Email Attachment, and C – Convert to Comma Separated Value (CSV) file. The C option is only valid for AKSAS management reports, report ID B60001.

NOTE: You can place a “?” in the CMD field and press <Enter> to display a list of valid commands.

```

RV: VIEW AKSAS REPORT DATASET - LIST DATASET(S) FOR AACCCAS          PAGE: 1
  
```

CMD	RRN	RPT ID	DESCRIPTION	DISTRB RD	CREATE DATE	SIZE (MB)
<input type="checkbox"/>	182217	B51001	BALANCE SHEET	00110	04/23/12	0.05
	DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D23120					
-	182217	B51001	BALANCE SHEET	00110	04/24/12	0.05
	DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D24120					
-	182217	B51001	BALANCE SHEET	00110	04/25/12	0.05
	DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D25120					
-	182217	B51001	BALANCE SHEET	00110	04/26/12	0.05
	DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D26120					
-	182217	B51001	BALANCE SHEET	00110	04/27/12	0.05
	DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D27120					

```

ENTER A COMMAND ABOVE -OR- A NEW USERID FOR DISPLAY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT          PGDN          PROF          PFKYS          HELP
  
```

3. Enter **V** in the command field and press <ENTER> to display the contents of the dataset on the screen.

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4. Press **<ENTER>** on the VIEW AKSAS REPORT DATASETS screen to scroll forward through the report. The PF11-RIGHT and PF10-LEFT keys can also be used to scroll back and forth.

```
RV: VIEW AKSAS REPORT DATASETS - REPORT DETAIL
FOR DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D23120

....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+
PBRK1
ASAB5100-01 RRN: 0182217 DISTRB RD: 00110-D01 STATE OF ALASKA
RSN: 08060 CPD: 04/23/12 STATEWIDE ACCOUNTING SYS
BALANCE SHEET

FUND: 00001 STATE OF ALASKA FUND
COA-YR: 2012 LEVEL: 01-STATE OF ALASKA INCEPTION TO DATE BALA
MONTH: 18 -----

ASSETS
-----
10000 TOTAL ASSETS 136,595,089,176.39 131,88

TOTAL ASSETS 136,595,089,176.39 131,88
=====

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT PFKYS RIGHT HELP
```

Send Dataset Reports as Email Attachments

Before you can send a report as an email attachment, you must first provide your email address to the RV system.

1. To enter your email address, from the RV: View AKSAS Report Dataset screen, press **<PF5-PROF>**. The AKSAS User Report Profile window displays. Type the information in the fields provided and press **<ENTER>**. You will be prompted to press **<ENTER>** a second time to confirm the action. Once you have entered this information, it will be saved with your RD code. You won't need to enter the information again unless your name, phone number, email address, and/or your RD code changes.

```
AKSAS USER REPORT PROFILE

First Name: CHRISTOPHER_____ Last Name: BROWN_____
Dept: FINANCE
Phone Number: ( 907 ) 465 - 5618
Email Address: CHRIS.BROWN@ALASKA.GOV_____
Enter=Update PF1=Quit
```

SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

- To send a report as an email attachment, **type M** in the CMD (command) field and **press <ENTER>**. A message displays with the attachment name and the destination email address confirming that the report was sent.

```

RV: VIEW AKSAS REPORT DATASET - LIST DATASET(S) FOR AACCCAS          PAGE: 1

  CMD   RRN   RPT ID  DESCRIPTION                DISTRB  CREATE  SIZE
  ----  ---   -
  [m]  182217  B51001  BALANCE SHEET              00110   04/23/12  0.05
        DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D23120

  -    182217  B51001  BALANCE SHEET              00110   04/24/12  0.05
        DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D24120

  -    182217  B51001  BALANCE SHEET              00110   04/25/12  0.05
        DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D25120

  -    182217  B51001  BALANCE SHEET              00110   04/26/12  0.05
        DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D26120

  -    182217  DSN: AFSN
        FILE SENT
        THE DATASET AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D23120
        WAS SENT AS THE ATTACHMENT AACCCAS.TXT
        TO CHRIS.BROWN@ALASKA.GOV

  ENTER A COMM
  Enter-PF1---PF2---P
  CONT QUIT      P
  
```

If the selected entry is for an AKSAS management report, you will first be prompted to select the format of the attached file, **T** (text) or **C** (CSV).

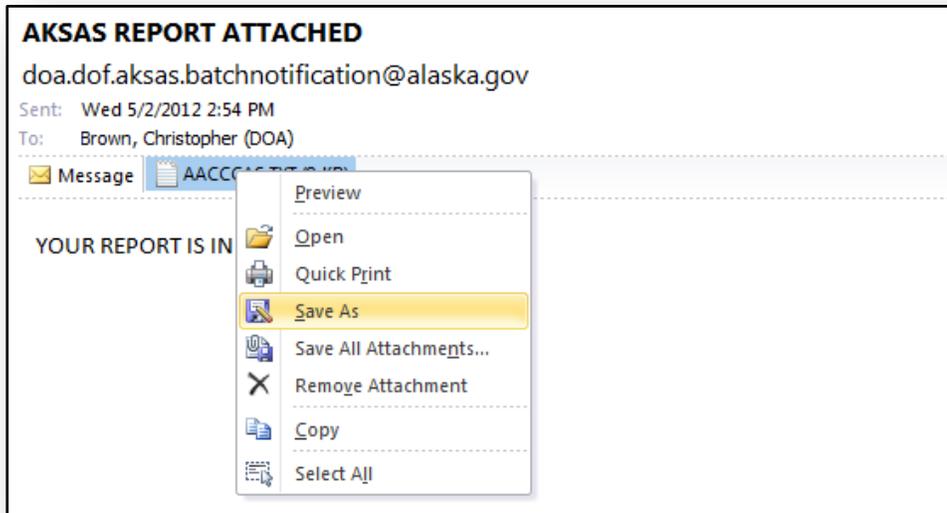
The best format to choose depends on what you intend to do with the reports. CSV is the best choice if you want to import the file to a spreadsheet. If you want to print the report, text is a better choice.

```

          CHOOSE FORMAT
  SELECT FORMAT FOR EMAIL ATTACHMENT
  (T=TEXT, C=CSV) _
  
```

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3. Within a few minutes, an email with the attached file should appear in your email Inbox. To save the attached file, **right-click on the attachment** and **select Save As**. Then save the file in an appropriate folder on a local or network drive.



Download Dataset Reports using FTP

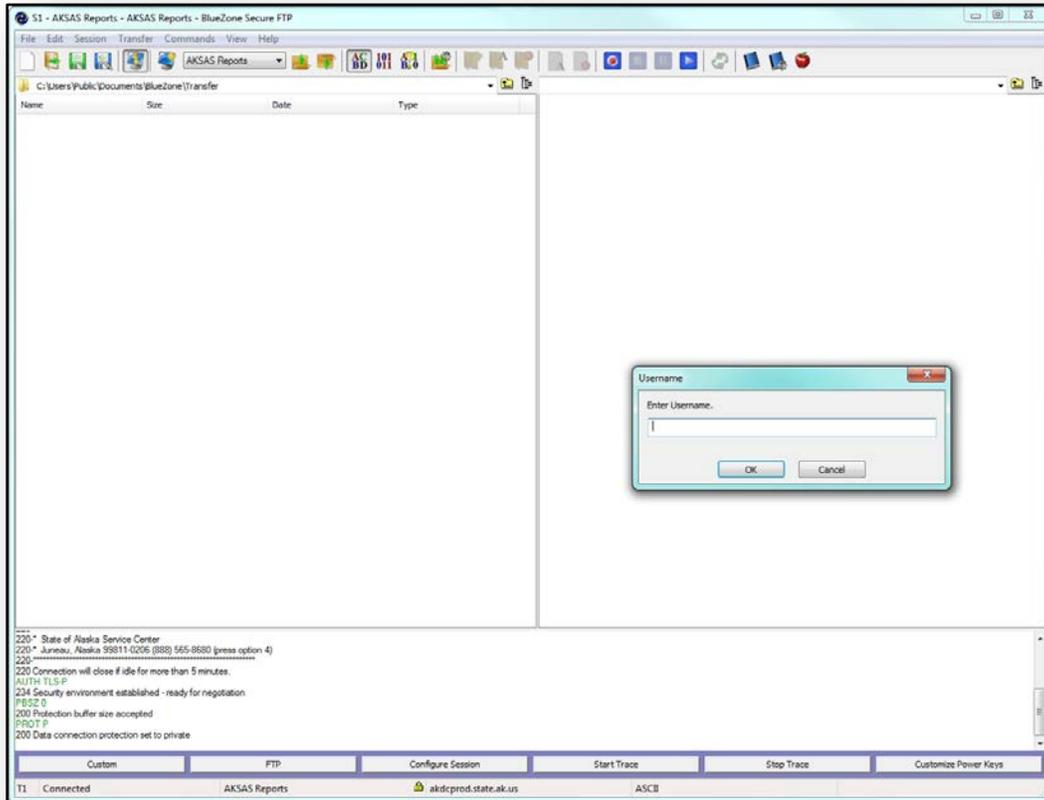
File transfer protocol (FTP) is a standard for transferring files to or from a remote computer. In addition to sending AKSAS dataset reports as email attachments, you can also transfer them directly to a windows folder using FTP. To do this you must have FTP client software installed in your PC. There are many FTP client applications available for Windows PCs, including many that are free of charge. The current State of Alaska standard, however, is BlueZone FTP. The instructions and the FTP configuration file provided by the Division of Finance both use the BlueZone application. If your department has chosen to use another FTP client application, you'll need to work with your IT support staff to configure that software. You may still find the information provided below useful.

In order to access your dataset reports using BlueZone FTP or similar software, you will first need to create an FTP session configuration for the state's mainframe computer. To assist in this, the Division of Finance has provided a configuration file for BlueZone FTP. This file can be downloaded from http://doa.alaska.gov/dof/manuals/apm/17_AKSAS_Reports.zft. Save this file in an appropriate folder. You can change the file name, if desired, but the file extension should be left as .zft in order for it to work properly with the BlueZone software.

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After you have saved a copy of the .zft file, follow these steps to download your AKSAS dataset reports:

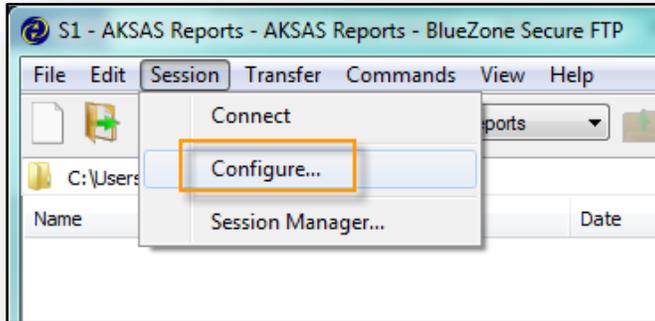
1. **Double-click on the .zft file** that you saved. If the BlueZone FTP client is installed on your PC, it should start automatically. If it does not, you will need to contact your IT support staff for assistance. A screen similar to the picture below should display.



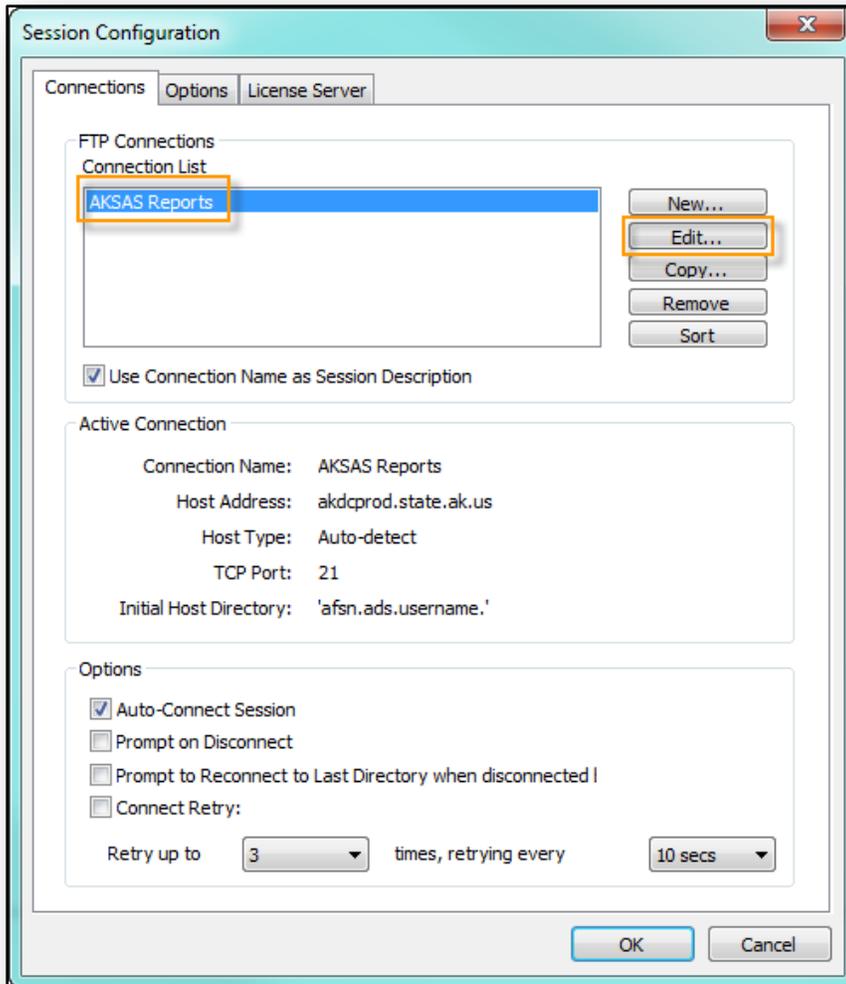
2. When the BlueZone client first starts it will automatically try to connect to the remote server, in this case, the state's mainframe computer. You will be prompted to **enter a username and password**. Enter the same ACF2 user ID and password that you use when logging in to the mainframe to reach AKSAS.

SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

3. The first time you use the provided configuration file, you will want to make some minor customizations. **Select Session..Configure** from the menu.



4. On the Session Configuration, Connections tab, **select AKSAS Reports** and **press Edit** .



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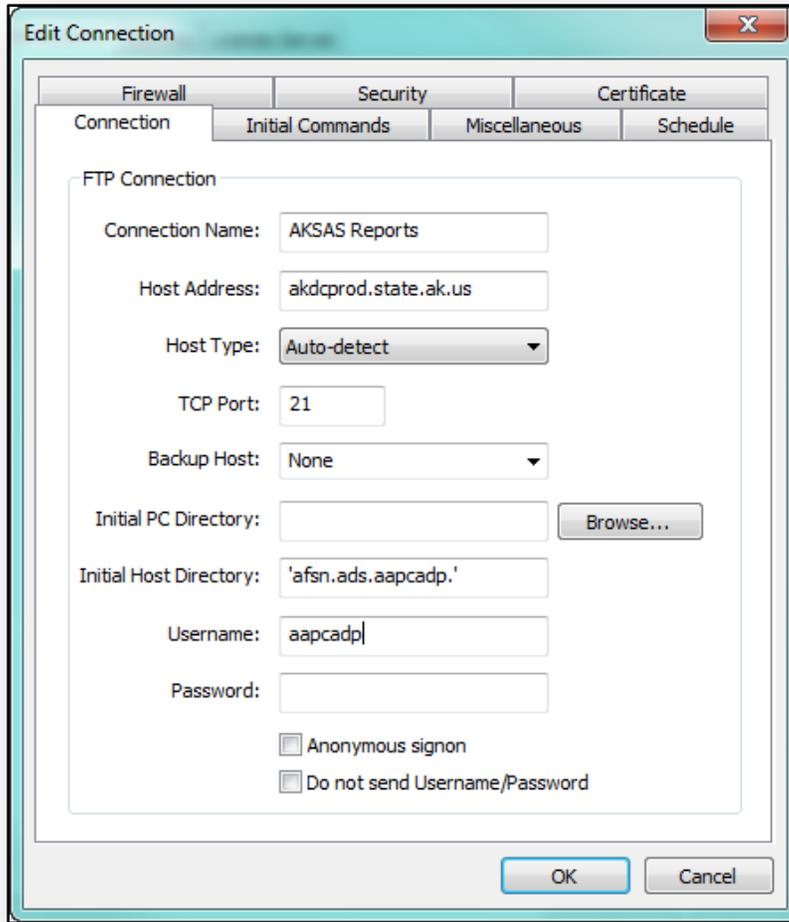
5. On the Edit Connection, **Connection tab**, tab to the **Initial Host Directory** field and **replace the string username** with your mainframe login ID. Keep the single quotes and the final period intact. For example, the new Initial Host Directory entry might be 'afsn.ads.aapcadp.'
6. **Tab to the Username** field and **enter your mainframe login ID**. Refer to the example on the second screen print below (aapcadp).

Do not enter a password on the screen. You will be prompted to enter your password each time you connect to the mainframe.

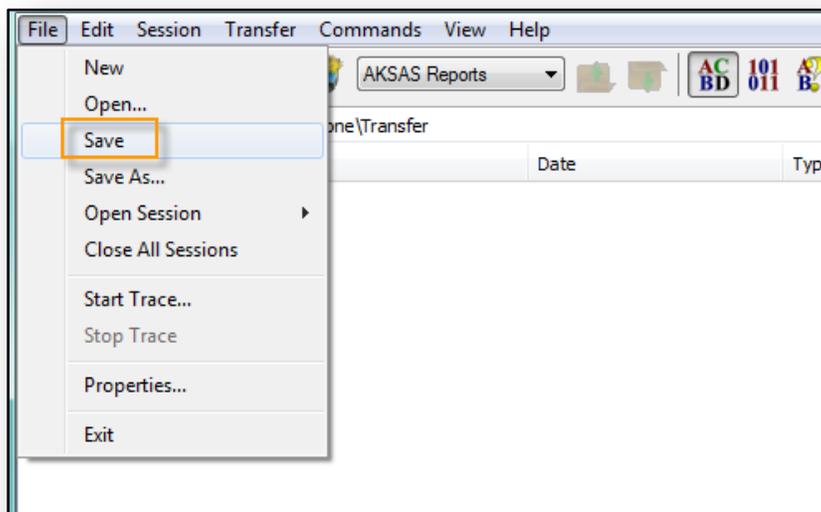
7. You may want to **set the value of the Initial PC Directory** field. You can type in the value or **click Browse** to select a drive and folder.
8. **Click on the OK button twice.**

The screenshot shows the 'Edit Connection' dialog box with the 'Connection' tab selected. The 'Initial Host Directory' field contains the text 'afsn.ads.username.' and is highlighted with a yellow box. The 'Username' field is also highlighted with a yellow box and is empty. The 'Initial PC Directory' field is empty and has a 'Browse...' button next to it. The 'Connection Name' is 'AKSAS Reports', 'Host Address' is 'akdcprod.state.ak.us', 'Host Type' is 'Auto-detect', and 'TCP Port' is '21'. There are 'OK' and 'Cancel' buttons at the bottom.

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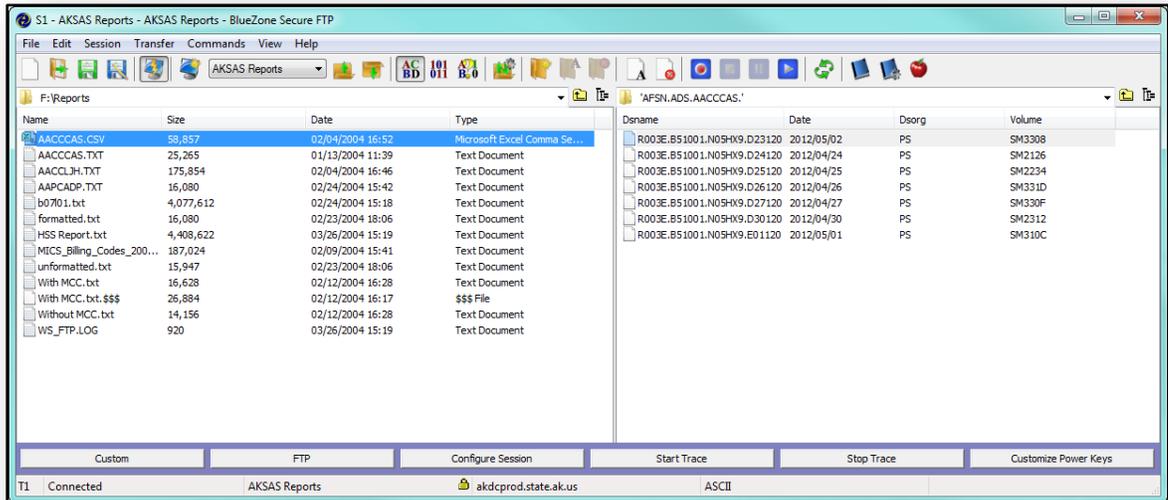
9. Select **File..Save** from the menu.



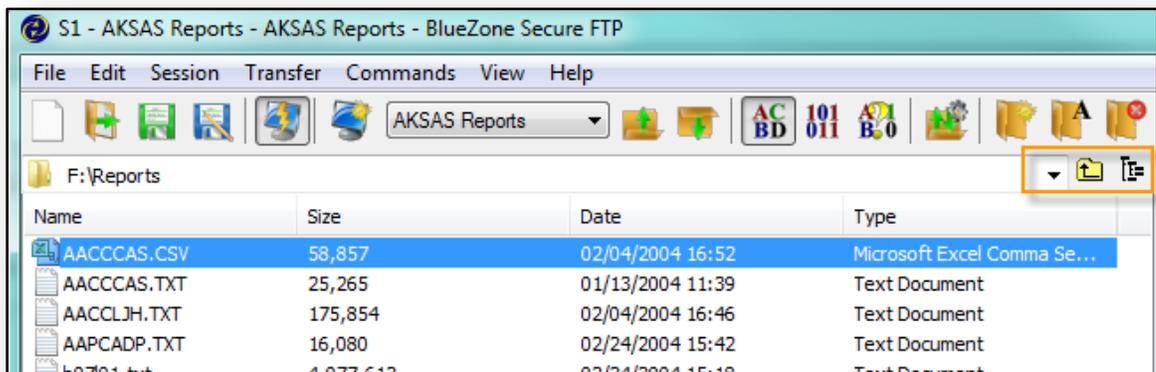
SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

10. Finally, **close the BlueZone FTP application** and once again **double-click on the .zft file** to open the updated configuration file.
11. **Enter your mainframe password** when prompted.

You should now see a screen similar to the following:



The local PC folder and its contents are displayed in the left-hand pane. You can use the navigation controls at the top to select other drives and/or folders.



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In the right-hand pane, you will see a list of the dataset names from the remote server that begins with the nodes that you specified as the Initial Host Directory. In this example, the Initial Host Directory field contains 'AFSN.ADS.AACCCAS.'

Dsname	Date	Dsorg	Volume
R003E.B51001.N05HX9.D23120	2012/05/02	PS	SM3308
R003E.B51001.N05HX9.D24120	2012/04/24	PS	SM2126
R003E.B51001.N05HX9.D25120	2012/04/25	PS	SM2234
R003E.B51001.N05HX9.D26120	2012/04/26	PS	SM331D
R003E.B51001.N05HX9.D27120	2012/04/27	PS	SM330F
R003E.B51001.N05HX9.D30120	2012/04/30	PS	SM2312
R003E.B51001.N05HX9.E01120	2012/05/01	PS	SM310C
R003E.B51001.N05HX9.E02120	2012/05/02	PS	SM2144
R003E.B51001.N05HX9.E03120	2012/05/03	PS	SM213B

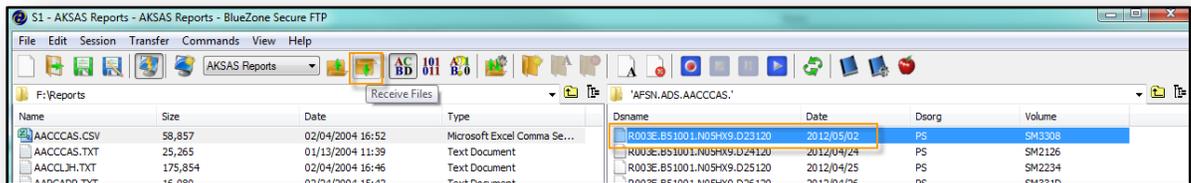
These dataset names correspond to the DSNs listed in RV – View Reports.

RV: VIEW AKSAS REPORT DATASET - LIST DATASET(S) FOR AACCCAS PAGE: 1

CMD	RRN	RPT ID	DESCRIPTION	DISTRB RD	CREATE DATE	SIZE (MB)
	182217	B51001	BALANCE SHEET	00110	04/23/12	0.05

DSN: AFSN.ADS.AACCCAS.R003E.B51001.N05HX9.D23120

- To download a report dataset from the mainframe to the folder in the left hand pane, **click on the dataset name** to select it and then **press Receive Files**.



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The file will be transferred to the local folder displayed in the left pane with the same name that had been displayed in the right-hand pane. The file can be used as-is or you may choose to rename it to something more descriptive. To rename the file, right-click on the file name and select Rename from the menu.



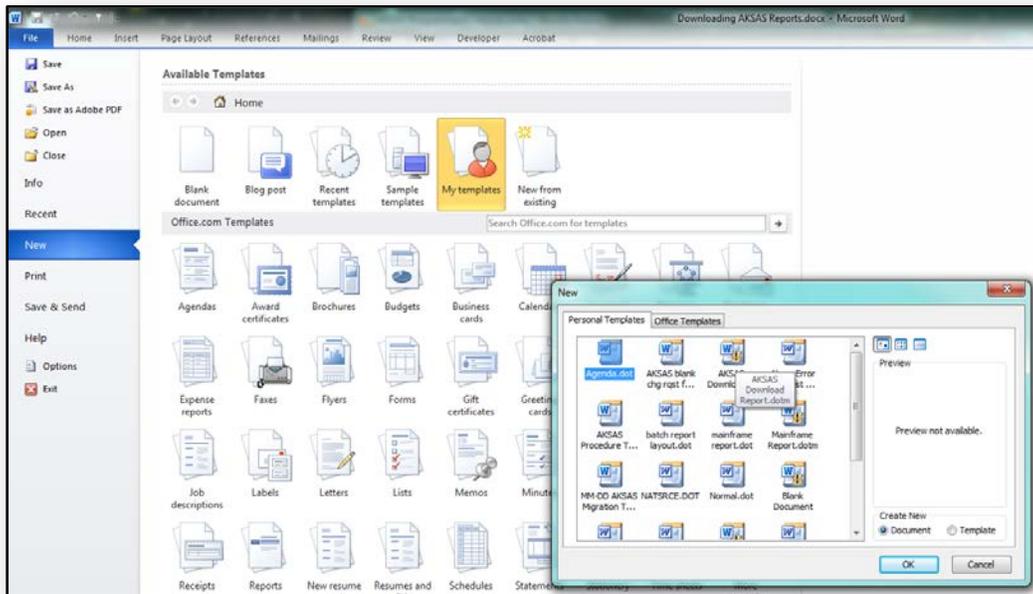
Print AKSAS Dataset Reports

Once the AKSAS report has been saved to a local folder either by sending it as an email attachment or by using an FTP client, you may want to print the report on a local printer. The report file is in text format and can be printed “as-is”. In most cases, however, the default formatting for the printed copy will not be optimal. To assist you in creating a more readable copy of the report, the Division of Finance provides a Word template. This template contains macros to import the text file containing the report output and automatically formats it for readability. The resulting Word document can be printed or saved on disk for later reference. A copy of the Word template can be downloaded from http://doa.alaska.gov/dof/manuals/apm/17_AKSAS_Download_Report.dotm. Save the template in either your default template folder or some other appropriate location on a local or network drive.

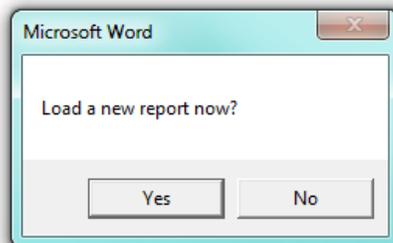
SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

To use the template to format a downloaded AKSAS report, follow these steps:

1. Create a new Word document based on the template. If the template was saved in the default template folder for Word, **select Selecting File..New..My Templates** and **click on the template** from the displayed list. If the template does not appear in this list, you can open the folder where you saved the file and double-click on the file name.

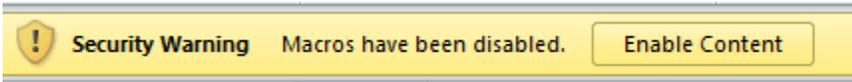


2. Word will create a blank document based on the template and open it for you. The macros in the template are set to run automatically when a new document is created. You should see a prompt asking you if you'd like to load a new report. **Click on Yes.**

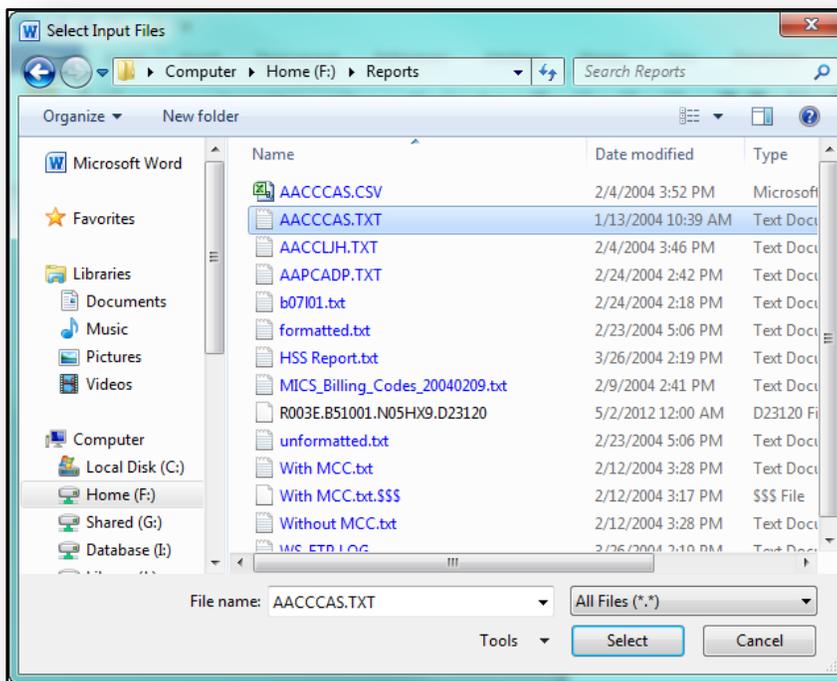


SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

If you don't see this prompt, you may need to enable the macros to run. If you see a yellow prompt at the top of the document (shown below), **click on Enable Content**. If you don't receive a prompt to load the report or the yellow security warning, you need to contact your IT support staff for help modifying your default settings.



3. The Select Input Files screen should display. Navigate to the folder where you saved the downloaded report file. **Select the file** from the list and **press Select**.



SECTION 17: VIEW, DOWNLOAD, AND FORMAT AKSAS REPORTS

The file you select will be imported into Word and automatically reformatted for easy viewing and/or printing.

ASBS100-01_RRN: 0182217 DISTRS RD: 00110-D01 STATE OF ALASKA		PAGE: 1
RSN: 08053_CRD: 04/17/12 STATEWIDE ACCOUNTING SYSTEM		DATE: 04/17/12
BALANCE SHEET		
FUND: 00001 STATE OF ALASKA FUND	INCEPTION TO DATE	BALANCE FORWARD
COR-TR: 2012 LEVEL: 01-STATE OF ALASKA		
MONTH: 12		
** - INTERNAL AND EXTERNAL ACTIVITY		
ASSETS		
10000 TOTAL ASSETS	136,617,280,485.24	131,888,530,658.05
TOTAL ASSETS	136,617,280,485.24	131,888,530,658.05
LIABILITIES		
20000 TOTAL LIABILITIES	49,109,969,253.60-	47,744,236,721.90-
FUND EQUITIES		
30000 TOTAL FUND EQUITY	87,507,311,231.64-	84,144,293,936.15-
30300 FUND BALANCE	2,051,756,078.19	1,094,644,516.06
30650 UNRESERVED	2,051,756,078.19	1,094,644,516.06
36700 UNDESIGNATED	2,051,756,078.19	1,094,644,516.06
34000 BUDGETARY RESERVES	1,021,676,286.54	2,630,024.47
36800 GENERAL SURPLUS	1,030,079,791.65	1,092,014,491.59
TOTAL LIABILITIES AND FUND EQUITIES	136,617,280,485.24-	131,888,530,658.05-

4. You can now **print the file and/or save it** as a Word document.