



ALASKA STATEWIDE ACCOUNTING SYSTEM (AKSAS)

MANAGEMENT REPORTING

Presented by: Department of Administration
Division of Finance

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Goals and Objectives

After you complete this chapter, you will understand:

- What accounting is
- Why we do accounting
- Who makes the rules
- Why we need rules
- What Entities are
- The different types of Entities
- Logical Levels
- The Reports-to Relationship
- What Collocation Codes and Ledger Codes are
- A Fully Qualified Account
- How Legislation relates to Structures in AKSAS

Accounting

What is accounting?

Accounting is:

- Recording activity to keep track of monies budgeted, monies expended and monies received
- Analyzing activity to inform people about what happened
- More than just money – it places controls on resources.

Why do we do accounting?

To provide information that is useful. Groups interested in accounting information include:

- Citizens and media who are interested in assessing stewardship
- Elected officials who make tax and spending decisions to plan for the future
- Program managers who ensure resources are used properly, and who document resources spent and received (e.g., for auditors)
- Creditors and investors who evaluate credit-worthiness
- Grantors who ensure grant funds are used properly

Who makes the rules?

- Governmental Accounting Standards Board (GASB)
- Legislature (and Legislative Intent)
- Governor
- Federal Government
- Department of Administration, Division of Finance
- Office of the Governor, Office of Management and Budget (OMB)
- Department Commissioner and Directors
- Program Managers
- Project Managers
- Grant Administrators
- Finance Officers

- Accountants
- Accounting Technicians and Accounting Clerks
- Program / Administrative Staff

Where are the rules?

- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB)
- Federal laws and regulations
- Alaska Statutes (AS)
- Alaska Administrative Code (AAC)
- Alaska Administrative Manual (AAM) *
- Accounting Procedures Manual (APM) *
- AKSAS Handy Guide *
- Policy memos and directives (verbal and/or written)
- Procedure memos and directives (verbal and/or written)

* Located on Division of Finance website at <http://doa.alaska.gov/dof/>

Why do you need rules?

Rules are established for the purpose of standardization and comparability, between years for example. Users of financial reports expect and require information to be recorded and reported in accordance with established rules. In doing so, this gives users assurance that information is accurate and complete.

Rules are established to place controls on:

- Spending
- Receiving
- Budgets
- Safeguarding of assets

What is the Alaska Statewide Accounting System?

The Alaska Statewide Accounting System (AKSAS) was custom developed and has been in operation since July 1, 1985. It represents the official accounting records of the state. In addition to AKSAS, other financial systems have been established and are maintained by the various departments. These separate systems create interfaces that enter their data into AKSAS.

Reporting Structures (Entities)

Reporting structures are hierarchies created to account for and report financial activity along user-defined lines. Financial transactions are recorded to and reported on by an entity or a structure. Each hierarchy consists of individual entities to which financial transactions can be recorded and reported.

The relationship of each entity and structure to the hierarchy is defined by its assigned logical level (LL) and reports-to relationship.

Financial activity is summarized through the hierarchy from the bottom up, beginning with the entities where financial transactions are recorded and summarizing activity at each higher level based on reporting relationships.

All reporting structures consist of five-digit entity numbers and are maintained on the entity structure file (ESF). Entities can be viewed online through IE - Entity and CC/LC Inquiry. Hard copy reports are also available through RR - Report Request Maintenance.

AKSAS has seven financial reporting structures, six account structures, and an RD code structure.

Financial reporting structures

- Fund (FU)
- Appropriation (AR)
- Organization (OR)
- Program (PR) – external or internal
- Project (PJ)
- Grant (GR)
- Contract (CO)

Account structures

- Assets (AS)
- Liabilities (LI)
- Fund equity (FE)
- Restricted revenue (RR)
- Unrestricted revenue (RU)
- Expenditures (EX)

Responsibility distribution (RD) code structure (non-financial structure):

HELP: VALID ENTITY TYPES		01/22/2013	
TYPE	ENTITY DESCRIPTION (STRUCTURES)	TYPE	ENTITY DESCRIPTION (ACCOUNTS)
----	-----	----	-----
AR	APPROPRIATIONS	AC	ACCOUNTS (ALL TYPES)
AO	APPROPRIATION ORGANIZATIONS	AS	ASSET ACCOUNTS
AP	APPROPRIATION PROGRAMS	LI	LIABILITY ACCOUNTS
CO	CONTRACTS	FE	FUND EQUITY ACCOUNTS
FU	FUNDS	RR	RESTRICTED REVENUE ACCOUNTS
GR	GRANTS	RU	UNRESTRICTED REVENUE ACCOUNTS
OR	ORGANIZATIONS	EX	EXPENDITURE ACCOUNTS
PJ	PROJECTS		
PR	PROGRAMS		
RD	RD CODES <small>Responsibility Distribution - Non Financial</small>		

Logical Levels

The relationship of each entity and structure to the hierarchy is defined by its assigned logical level (LL) and reports-to relationship. You can find more information on LLs for each structure type using the PF12 (help) key on the AKSAS main menu.

Each entity in a structure is assigned a logical level, corresponding to its relationship to entities above and below it. The logical level number assigned to an entity must be greater than the logical level number assigned to its reports-to entity. Up to 99 logical levels are available for a reporting structure. At the AKSAS main menu, press the PF12 key to find the descriptions.

```

                                SYSTEM TABLE INQUIRY

----OPEN ITEMS & WARRANTS----          -----OTHER-----
- VALID OPEN ITEM TYPES                - CALENDAR INFORMATION
- VALID WARRANT CLASSES                - AUTHORIZED TRANSACTIONS
- VALID/MANDATORY REFERENCES           - RUN SEQUENCE NUMBER _____
- REFERENCE TYPES                      - OR RUN DATE (M/D/Y)  _ _ _
-----VENDORS-----
- VALID VENDOR CLASSES                - VALID POSTING TYPES
-----STRUCTURES-----
- VALID ENTITY TYPES                  - VALID POSTING MONTHS
- VALID FUND TYPES                    - VALID SOURCE SYSTEM ID'S
- X LOGICAL LEVEL DESCRIPTIONS        - VALID FINANCIAL SOURCE CODES
-----COST/OVERHEAD-----
- AVAILABLE COST CENTERS              - VALID COST TYPES/OVERHEAD
                                      FOR COST CENTER _____

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

Reports-to Relationships

Reports-to relationships define the exact location of an entity in a reporting structure by specifying the next-higher-level entity through which its activity should be summarized. For example, in the appropriation structure, an allocation (LL70) reports to an appropriation (LL50). In summarizing financial data for reporting, AKSAS traces a path from the bottom to the top of the structure through reports-to relationships.

Beginning and Ending Sequence Numbers

AKSAS assigns each entity on the entity structure file (ESF) a beginning and ending sequence number. These numbers are used as keys or indexes to identify the entity number on the management report file (MRF).

Structure Definitions

Fund Structure

The fund structure is used to maintain the funds of the state in accordance with statutes and generally accepted accounting principles. Funds are self-balancing sets of accounts authorized by the Legislature to account for and report on particular activities and to account for the assets, liabilities and equities of the state. All financial activity of the state is accounted for within a fund. Funds are classified according to the nature of the activities and the source of financing. Examples of funds used by the state are the general fund, special revenue funds, enterprise funds, internal service funds, and fiduciary funds. Financial activity is recorded to the fund structure through collocation codes. The Division of Finance sets up and maintains the fund structure.

Below is a screen print of the logical level 10 funds that have been established in AKSAS. This example indicates the different categories in which lower level funds have been established. These categories are in accordance with the Governmental Accounting Standards Board.

INDENTED STRUCTURE: 2013 FUNDS						01/24/2013		PAGE: 1
00001 STATE OF ALASKA FUND TO TYPE								
	ENTITY	DESCRIPTION	PL	LL	RPTS TO	SEQ	RANGE	A
1	00001	STATE OF ALASKA FUND	1	1		1	441	Y
2	00009	TREASURY	2	4	00001	2	88	Y
3	00090	TREASURY INVESTMENTS	3	5	00009	3	88	Y
4	90000	DOR INVESTMENTS	4	10	00090	4	64	Y
5	90001	ARMB INVESTMENTS	4	10	00090	65	88	Y
6	00010	GASB FUNDS	2	4	00001	89	437	Y
7	00100	PRIMARY GOV FUNDS	3	5	00010	90	367	Y
8	10000	GOVERNMENTAL FUND	4	7	00100	91	250	Y
9	11000	GENERAL FUND GROUP	5	10	10000	92	183	Y
10	12000	SPECIAL REVNUUE FUNDS	5	10	10000	184	215	Y
11	13000	CAPITAL PRJCTS FUNDS	5	10	10000	216	232	Y
12	14000	DEBT SERVICE FUNDS	5	10	10000	233	245	Y
13	15000	PERMANENT FUNDS GRP	5	10	10000	246	250	Y
14	20000	PROPRIETARY FUNDS	4	7	00100	251	318	Y
15	21000	ENTERPRISE FUNDS GRP	5	10	20000	252	313	Y
16	22000	INTERNAL SERVICE FDS	5	10	20000	314	318	Y

ENTER SELECTION==> __ OR==> NUMBER _____ COA YR _____ TERM YR _____ LEV LIMIT ____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 CONT QUIT PGDN DTAIL PFKYS HELP

Appropriation Structure

The appropriation structure maintains the statewide budget (capital and operating) for the fiscal year and includes structural entities for all appropriations and allocations identified in the appropriations bill. The Division of Finance reviews and approves structural transactions that add and change appropriation entities to assure correspondence to the appropriations bills. The Office of Management and Budget (OMB) and the Division of Finance oversee the recording of the budget to the appropriation structures. Agencies can add lower level appropriation entities to manage and control spending and to record receipts. Financial activity is recorded to the appropriation structure through collocation codes.

Below is a screen print of an online management report showing the budget amounts that have been recorded in AKSAS for AR 11725 2012. These amounts should total all of the appropriated amounts that are included in the legislative bill.

YTD/AUTHORIZATION/ACTUALS		RRN:0232089 RSN:08535 12/20/2013
APPROPRIATION EXPENDITURES BY ACCOUNT		
11725-14 FINANCE ORIG:14	ALLOCATIONS	(T B S R) FN:11100
COA:2014		YTD AUTH
ENTITY NUMBER - DESCRIPTION		PT 5,6,7
S** 70000 TOTAL EXPENDITURES		11,032,000.00
S** 70009 TOT EXPS-PRE CLOSING		11,032,000.00
S** 70008 OPERATING ACCT TOTAL		11,032,000.00
S** 70100 GROUP CTRL-PER SER		7,562,000.00
S** 71000 PERSONAL SERVICES		7,562,000.00
S** 70200 GROUP CTRL - OTHER		3,470,000.00
S** 70201 GC-OTHER-NONGRANT		3,470,000.00
S** 72000 TRAVEL		35,200.00
S** 73000 SERVICES		3,365,400.00
S** 74000 COMMODITIES		69,400.00

FOR NEXT SECTION ENTER==> NUMBER _____ YEAR _____ LEVEL LIMIT ____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT QUIT RR PFKYS HELP

Legislation

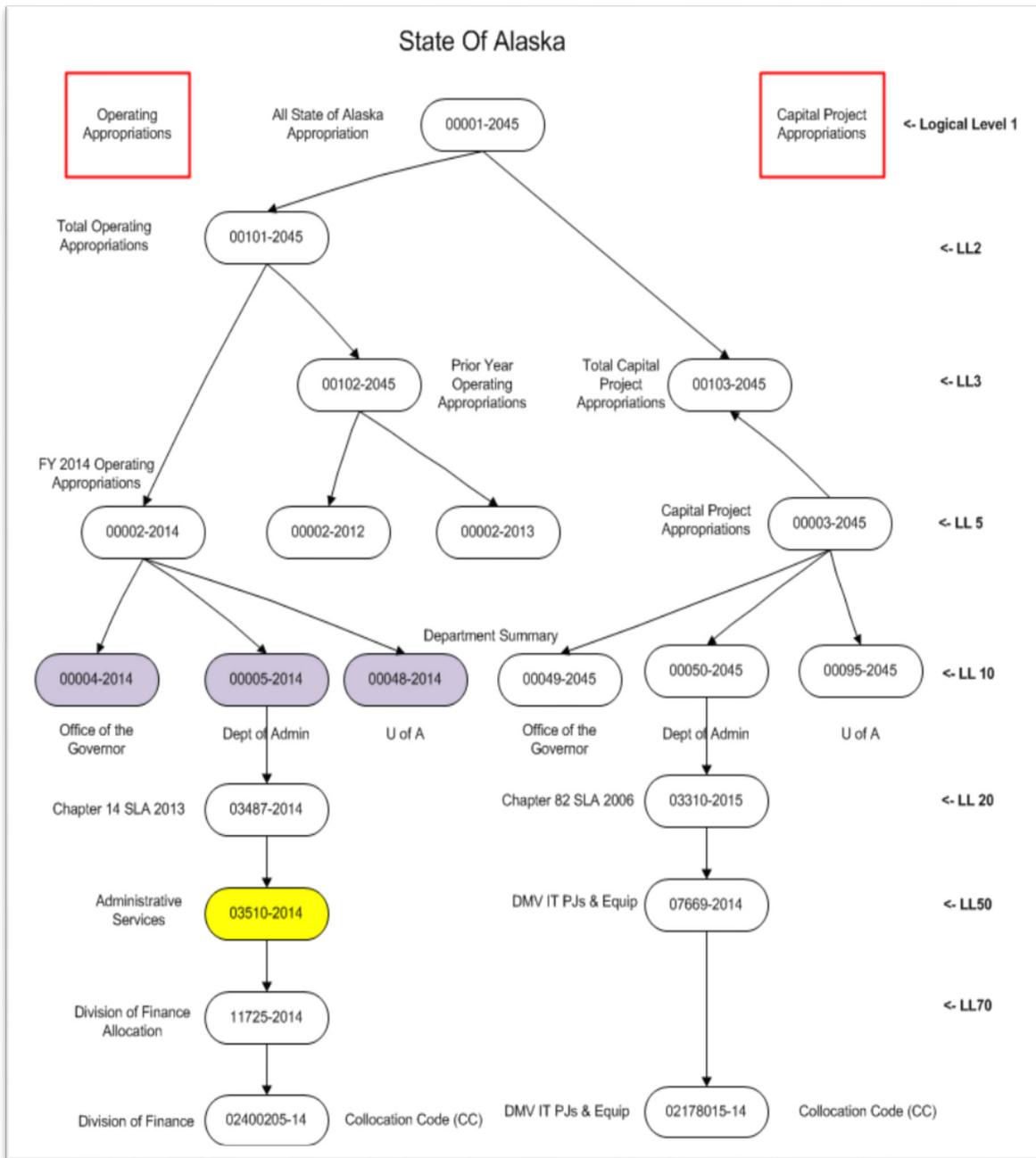
The next two pages are excerpts from the operating legislation for fiscal year 2014. The first page shows a description of the bill. The second page shows appropriations and allocations for the Department of Administration.

	LAWS OF ALASKA
	2013
Source <u>CCS HB 65</u>	Chapter No. <u>14</u>
AN ACT	
Making appropriations for the operating and loan program expenses of state government and for certain programs, capitalizing funds, and making reappropriations; and providing for an effective date.	

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:	
THE ACT FOLLOWS ON PAGE 1	

Chapter level AR for the Department of Administration is 03487-14

		Appropriation	General	Other
		Allocations	Funds	Funds
		*****	*****	
		***** Department of Administration *****		
		*****	*****	
LL 50	12	Centralized Administrative Services	78,282,600	14,277,100
				64,005,500
AR 03510-14	13	The amount appropriated by this appropriation includes the unexpended and unobligated		
	14	balance on June 30, 2013, of inter-agency receipts appropriated in sec. 1, ch. 15, SLA		
	15	2012, page 2, line 12, and collected in the Department of Administration's federally		
	16	approved cost allocation plans.		
LL 70	17	Office of Administrative	2,915,700	AR 11695-14
	18	Hearings		
	19	DOA Leases	1,564,900	AR 11698-14
	20	Office of the Commissioner	1,077,800	AR 11700-14
	21	Administrative Services	3,625,700	AR 11715-14
	22	DOA Information Technology	1,385,700	AR 11720-14
	23	Support		
	24	Finance	11,000,900	AR 11725-14
	25	E-Travel	2,961,800	AR 11727-14
	26	Personnel	17,641,900	AR 11729-14



The illustration above indicates how activity is recorded in AKSAS. When activity is recorded through a collocation code, program code, ledger code and an account code, it is also recorded in any combination of the seven financial reporting structures. The activity recorded through this collocation code also records the same activity in several appropriations, beginning with appropriation 11725-2012. Financial activity is also recorded in all of the upper level appropriations until you reach the top appropriation, 00001-2015.

Organization Structure

The organization structure maintains the management and reporting hierarchy for each state agency. The organization structure is used to summarize appropriation activity along organizational lines, such as geographical lines, to summarize financial data by region or location. Agencies set up and maintain their own organization structure. Financial activity is recorded to the organization structure through collocation codes.

Program Structure

The program structure maintains agency-assigned programs for keeping track of financial activity across appropriation and organizational lines. Financial activity can be recorded to the program structure through collocation codes. The program can be identified within the collocation code, and all financial activity recorded through the collocation code is automatically reported for the program. This is called an internal program. Alternatively, the program code can be entered as a separate code in the transaction financial lines. This is called an external program. When the program is added as a separate code, only financial activity associated with the financial line in which the program code is entered is recorded in the program structure. Agencies set up and maintain their own program structure.

Project, Contract and Grant Structures

The project, contract and grant structures provide inception-to-date basis reporting for activities that cross multiple state or federal fiscal years. The meaning of each of these structures is up to each agency. For instance, the Department of Transportation and Public Facilities (DOT/PF) uses part of its contract structure to define the election district, and another part of its contract structure to define operating reimbursable services agreements. Financial activity is recorded in the project, contract and grant structures through ledger codes. The structures can be linked to each other through ledger codes as one ledger code can report to all three structures. Agencies set up and maintain their own project, contract and grant structures.

Account Structures

The account structures maintain the real and nominal account balances according to fund accounting and reporting requirements and generally accepted accounting principles (GAAP). Real accounts maintain the balances of the assets, liabilities and equities of the funds of the state. Nominal accounts are the revenues and expenditures used to report the results of operations. Below you will find the definitions of each account structure.

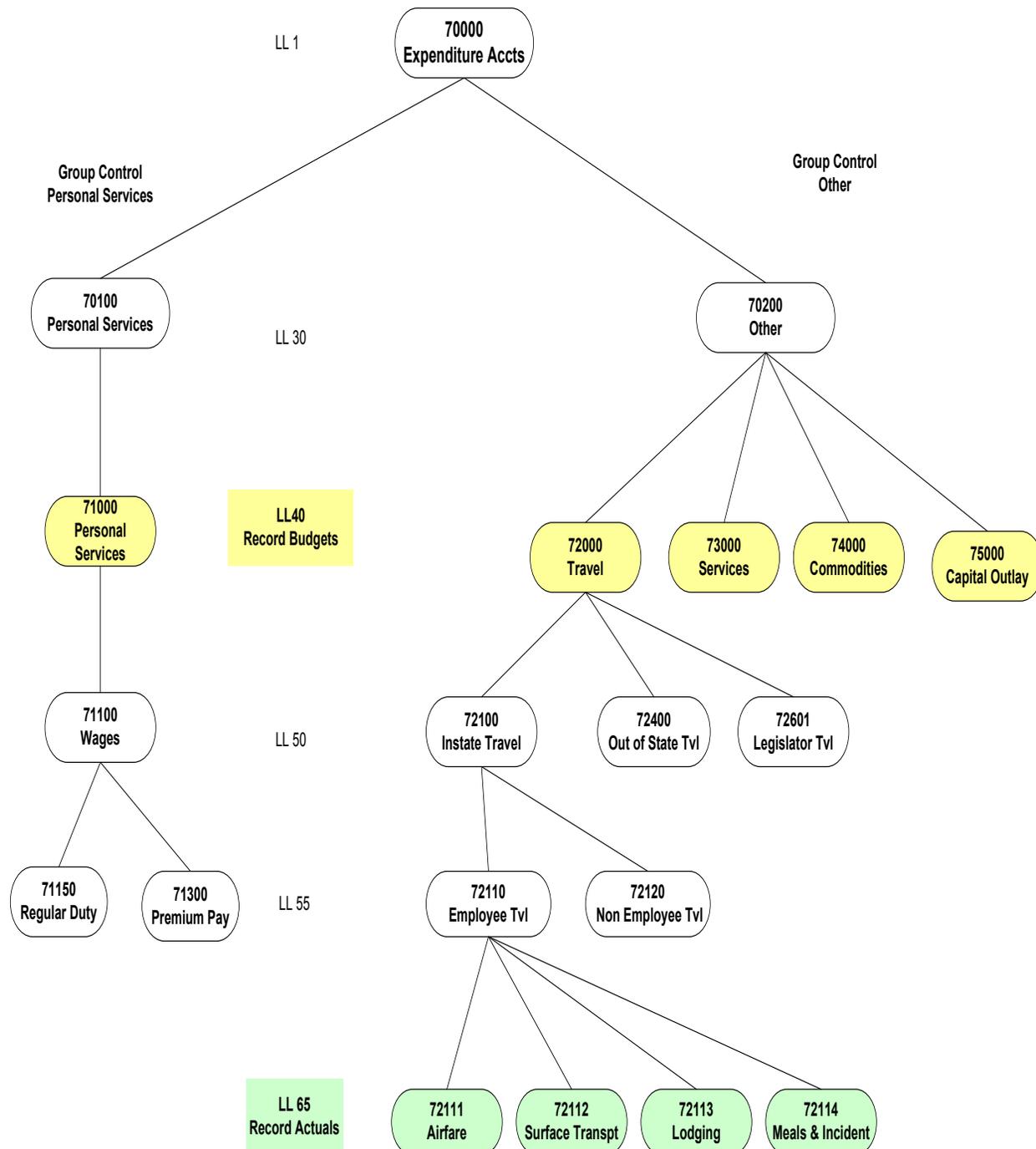
- Asset account structure – Maintains cash and investments managed by the Department of Revenue, Treasury Division. Also maintains cash-held-in-trust and accounts receivables in operating funds.
- Liability account structure – Maintains the state's liabilities, such as warrants outstanding and accounts payable.
- Fund equity account structure – Accounts for reserves and available fund balances.
- Restricted revenue account structure – Maintains appropriated revenues earmarked for particular uses through appropriations.
- Unrestricted revenue account structure – Maintains the state's general revenues received from taxes, royalties, etc.
- Expenditure account structure – Maintains disbursements according to the nature of the goods or services being purchased.

RD Code Structure

The RD code structure maintains the responsibility/distribution (RD) codes used to control user security in AKSAS. RD codes allow users to sign into AKSAS; control the features users can access; identify the transactions the users are allowed to originate, certify and approve; control the type of reports users may request; and identify who should receive reports.

Expenditure Accounts

Below is an example of the expenditure account code structure and its reports-to relationship. Notice that the budgets are recorded at logical level 40 and actuals are recorded at logical level 65. This only applies to the expenditure account code structure.



Collocation Codes and Ledger Codes

AKSAS uses collocation codes and ledger codes to record financial activity to the financial reporting structures. Collocation codes are required in all transactions and identify the fund, appropriation,

organization, internal program and default ledger code to which financial activity is recorded. Ledger codes are optional and identify the project, and/or contract, and/or grant to which financial data is recorded.

Collocation codes and ledger codes are identified by eight-digit codes and are maintained on the collocation code/ledger code file (CLF). They can be viewed online through IE - Entity and CC/LC Inquiry. Hard-copy reports are also available through RR - Report Request Maintenance.

Collocation Codes

The collocation code is a required eight-digit code entered in financial transactions. The collocation code, or CC, is entered with an associated two-digit set-up year, or SY, to identify the budget year associated with the collocation code.

Collocation codes must point to the fund and organization structures and usually point to the appropriation structure. They may also point to the program structure and may contain a default ledger code.

Collocation codes are the means by which financial information flows into the financial reporting structures. Collocation codes are not accounting structures and do not have hierarchy or reports-to relationships to each other.

Ledger Codes

The ledger code, or LC, is an optional eight-digit code that may be entered when recording a financial transaction. Ledger codes point to the project, and/or contract, and/or grant structures, and are used for agency-specific accounting and reporting, such as cost accounting and federal reporting. Ledger codes can be entered as separate codes in financial lines, or they can be identified as default ledger codes in the collocation codes for appropriations associated with the project, and/or contract, and/or grant. If a ledger code is the default ledger code in the collocation code, all financial activity recorded through the collocation code is automatically reported in the structures to which the ledger code points. If the ledger code is entered as a separate code in the financial line, only the financial activity associated with that financial line is recorded to the structural entities to which the ledger code points.

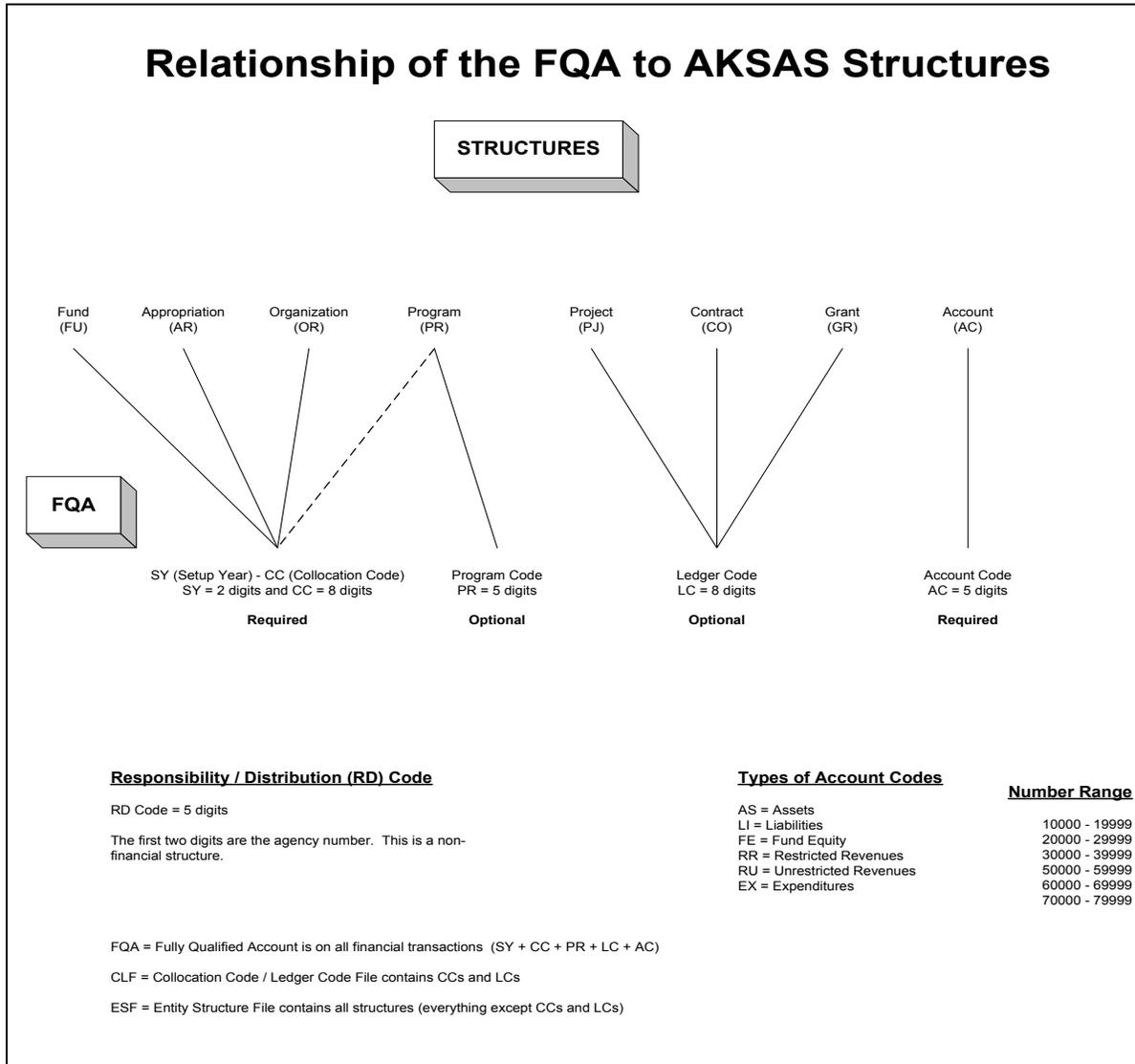
Ledger codes are the means by which financial information flows into the entity structures. Ledger codes are not accounting structures and do not have hierarchy or reports-to relationships to each other.

Fully Qualified Account (FQA)

A fully qualified account (FQA) is the financial information entered in a transaction that identifies the accounting structures to which the financial activity is recorded. The FQA contains the required set-up year, collocation code and account. The FQA may also contain an optional program and/or ledger code.

- Set-up year (SY) – The year associated with the financial activity charged through the collocation code. For example, a collocation code with a set-up year of 10 will point to the fiscal year 2010 appropriation, while the same collocation code with a set-up year of 09 will point to the fiscal year 2009 appropriation. The set-up year is an integral part of the collocation code.
- Eight-digit collocation code (CC) – Must point to the fund (FU) and organization (OR) structures. Usually points to the appropriation (AR) and sometimes the program (PR) structures. A collocation code must always be used with financial transactions.
- Five-digit account code (AC) – The real (balance sheet) or nominal (income statement) accounts of the State of Alaska. An account code must always be used with a financial transaction.

- Five-digit program code (PR) – Reports to the program structure. May be linked to the appropriation structure through the collocation code (internal program code) or may be added as a separate code (external program code) in the financial transaction.
- Eight-digit ledger code (LC) – Points to the project (PJ), and/or contract (CO), and/or grant (GR) structures. A ledger code can be identified as a default ledger code in the collocation code profile and the system will automatically add the ledger code to all financial transactions with the collocation code, or it may be added as a separate code in the financial transaction.



Summary

You should now be able to:

- Explain what accounting is
- Explain why we do accounting
- Know who makes the rules
- Explain why we need rules
- Know what entities are and the different types of entities
- Know what logical levels are

- Know how the reports-to relationship works
- Know what collocation codes and ledger codes are
- Know how to identify a fully qualified account
- Know how legislation relates to structures in AKSAS

Review

- 1. Why do we do accounting?**
- 2. What are entities?**
- 3. What is a Logical Level?**
- 4. In the Account Code Structure, at what Logical Level are budgets recorded?**
- 5. In the Appropriation Code Structure, at what Logical Level is the departmental summary?**
- 6. What is a Fully Qualified Account?**
- 7. What are the seven Financial Reporting Structures?**
- 8. What are the six Account Reporting Structures?**
- 9. Why do we need collocation codes?**
- 10. What is the purpose of using a ledger code?**
- 11. What is the Organization structure used for?**

12. Projects, contracts and grants provide what type of reporting to agencies?

13. Explain the difference between an internal program code and an external program code.

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Goals and Objectives

After you complete this chapter, you will understand how to:

- Log into the main frame
- Change your mainframe password
- Identify the inquiry RD codes
- Identify the AKSAS main menu

Logging into the Main Frame

When AKSAS was implemented in 1985, personal computer technology was still being developed. Function keys (found on the top row of your keyboard) were referred to as “PF” keys. AKSAS screens were designed using the “PF” terminology. Keyboards today label function keys with “F” not “PF.” When “PF” is referenced in this material it indicates a function key application.

To login to the main frame you will need a sign on ID and a password. You will need to change your password every 45 days. The system will prompt you when it is time to change your password. Passwords are a minimum of five characters and maximum of 10 characters. Password changes are made on the screen shown below.

The screenshot shows the AKSAS login screen with the following text:

```

State of Alaska Computer Network via Alaska Data Center   Terminal: X5CV
JDC1 SP7.0.7                                           TN3270 Menu       Page 1   of 1
Unauthorized use of computing resources punishable under Alaska Criminal Law

Assistance:
Anchorage Service Center  907-868-7174  or  888-565-8680
ETS Help Center           907-465-1818  Labor 907-465-4895

To obtain your customized menu enter your ID and PASSWORD below.
To disconnect perform your disconnect procedure.

      _ AKDC Announcements      (PF01)

Id: █  PASSWORD: _____
Lu: X5CV  NEW PASSWORD: _____  VERIFY: _____
TIME: 12:12:59
DATE: MM/DD/YY
  
```

Annotations on the screen indicate the following steps:

- 1) Enter your Sign-on ID (points to the ID field)
- 2) Enter your current Password (points to the PASSWORD field)
- 3) Press Enter (points to the bottom of the screen)

To change your password:

- Input your ID.
- Tab to Password and type in your current password.
- Tab to New Password and type in a new password.
- Tab to verify and re-type the new password.
- Press Enter.

If done correctly, you should see “Password Successfully Changed” displayed on the screen.

Note: Use the tab key to move between fields on all AKSAS screens.

Below is a screen print of a main frame main menu. Each user's screen will vary based on their security role.

```

State of Alaska Computer Network via Alaska Data Center      Terminal: X36I
JDC1 SP7.0.9          Menu for Your name here              Page 1    of 1
Unauthorized use of computing resources punishable under Alaska Criminal Law

Assistance:
State of Alaska Service Center 888-565-8680 (press option 4)
Department of Labor Employees Only 907-465-4895

      _ AKDC Announcements          (PF01)
      _ AKSAS CICS                   (PF02) ←
      _ Finance Development CICS     (PF03)
      _ Payroll CICS                 (PF04)
      _ Special AKSAS CICS           DOWN

Command:
ACF01137 XXXXXXXX LAST SYSTEM ACCESS 10.29-MM/DD/YY FROM X3X6
Id: XXXXXXXX  PASSWORD:
Lu: X36I     NEW PASSWORD:          VERIFY:          TIME: 13:27:26
                                         DATE: MM/DD/YY

```

- Select the function key (PF) that corresponds with AKSAS CICS on your menu. On the menu above, it is PF2. Note: All users are not created equal and you may have a different PF key for AKSAS or different menu options.

```

AKSA ← Type in "AKSA" - press enter!

ACF01137 XXXXXXXX LAST SYSTEM ACCESS 14.38-MM/DD/YY FROM X59V
ACFAE139 CICS X59V Signon OK: User=XXXXXXXX NAME= Your Name Here!
*** ALASKA DATA CENTER XJUFCICS R6.5 ***

```

You are now at the NATURAL logon procedure mailbox display. The mailbox is used to notify users of AKSAS enhancements, when month-end reports run, schedules for payroll processing, structure schedules, and when AKSAS is available for users. The mailbox is updated frequently, so each time you go into AKSAS, you will want to read the messages.

- Continue to press Enter until you have reached the AKSAS sign-on screen, shown below.
- Enter your RD code and password to enter AKSAS.

ALASKA STATEWIDE ACCOUNTING SYSTEM

```
      AAA      KKK      KKK      SSSS      AAA      SSSS
      AAAAA      KKK      KKK      SSSSSS      AAAAA      SSSSSS
      AAAAAAAA      KKK      KKK      SSSSSSS      AAAAAAAA      SSSSSSS
      AAA      AAA      KKK      KKK      SSSS      SS      AAA      AAA      SSSS      SS
      AAA      AAA      KKK      KKK      SSSS      AAA      AAA      SSSS
      AAAAAAAA      KKK      KK      SSSS      AAAAAAAA      SSSS
      AAA      AAA      KKK      KKK      SS      SSSS      AAA      AAA      SS      SSSS
      AAA      AAA      KKK      KKK      SSSSSSS      AAA      AAA      SSSSSSS
      AAA      AAA      KKK      KKK      SSSSSSS      AAA      AAA      SSSSSSS
      AAA      AAA      KKK      KKK      SSSS      AAA      AAA      SSSS
```

```
=====
PLEASE ENTER USER INFORMATION:      RD CODE==>      PASSWORD==>
=====
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT
```

Inquiry RD Codes

If you do not have an RD code and password, there is an inquiry RD code available to each agency. The first three numbers of all inquiry RD codes are 999, and the last two numbers are specific to each agency. For example, the Department of Administration is department 02, so the RD code is 99902. See below for a listing of agencies and agency number.

The password for all inquiry RD Codes is INQUIRY. These are exempt from the 45-day requirement for changing passwords.

DO NOT CHANGE THE PASSWORDS FOR INQUIRY RD CODES.

DEPARTMENT / AGENCY		
Number	Department / Agency Name	Inquiry RD Code
01	Office of the Governor	99901
02	Department of Administration	99902
03	Department of Law	99903
04	Department of Revenue	99904
05	Department of Education and Early Development	99905
06	Department of Health and Social Services	99906
07	Department of Labor and Workforce Development	99907
08	Department of Commerce, Community and Economic Dev	99908
09	Department of Military and Veterans Affairs	99909
10	Department of Natural Resources	99910
11	Department of Fish and Game	99911
12	Department of Public Safety	99912
18	Department of Environmental Conservation	99918
20	Department of Corrections	99920
24	Department of Transportation and Public Facilities	99924
31	Legislative Affairs Agency	99931
32	Division of Legislative Finance	99932
33	Division of Legislative Audit	99933
41	Alaska Court System	99941
45	University of Alaska	99945
57	Retirements and Benefits	99957

Password for all inquiry RD Codes is **INQUIRY**.

AKSAS Main Menu

Once you sign on, you will be taken to the AKSAS main menu, which contains a number of different selections:

- Reporting
- Data entry
- Online inquiry
- Special items/system maintenance

This class deals primarily with the **REPORTING** menus.

We will also touch on the **IE-Entity** and **CC/LC Inquiry** functions in AKSAS

```

AKSAS MAIN MENU:

                                ALASKA STATEWIDE ACCOUNTING SYSTEM                MM/DD/CCYY
                                MAIN MENU                                       TERM ID: AJU8

SELECTION==>  __

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

-----ONLINEINQUIRY-----
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

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

Field Name	Description
RM - Management Reporting	Look at the on-line report you created or are using.
RR - Report Request Maintenance	Create the on-line report (can also create other report types here).
RV - View Reports	View various AKSAS hardcopy reports on-line or look at AKSAS on-line routed reports. These are reports that were created the previous day, not an instantaneous report. This screen is updated daily.
RO - Online Audit Trail	Inquire on detailed financial activity for a specified period.

CHAPTER 3: RV – View Reports

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Goals and Objectives

After you complete this chapter, you will understand how to:

- The purpose of the RV Screen
- How to find detailed instructions for viewing reports on-line

Purpose

1. **View a list of reports online**
2. **Make screen prints of any information included within a report**

Generally, reports are available for viewing the next day after report processing. On-Line reports will remain in the list for viewing for five days, while hard copy reports are updated daily.

Accessing the RV Screen

At the main menu in AKSAS:

- Type RV

```

RD:                ALASKA STATEWIDE ACCOUNTING SYSTEM          MM/DD/YY
                   MAIN MENU                                  TERM ID: X2ZK

SELECTION==> RV ←-----

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

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

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

--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE  EASYTRAN RECORD MAINTENANCE
SP  USER PASSWORD MAINTENANCE
TP  THIRD PARTY BILLING

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

```

- Press the “ENTER” Key

The RV screen displays a list of reports that are available for online viewing. The list includes reports with a distribution RD Code the same as the AKSAS sign-on RD code. You can enter a lower level RD of the AKSAS sign-on RD to display a list of available reports for lower level RD codes.

If you have reports available to be viewed on-line, your screen will look like:

```

RV: VIEW REPORTS ONLINE                               DATE: 01/24/2013
DISPLAY REPORTS FOR DISTRB YourRD MEDIA * DEST *     PAGE: 1

  REPORT      ID      RRN      DESCRIPTION      MEDIA RPT  LINE  CREATE  PRINT
  ID          RRN      DESCRIPTION      -DEST CPYS COUNT  DATE    STATUS
-----
1 B30003 217054  DAILY FTP REGISTER  H-JF  1      01232013 PRINTED
2 B23L01          EASYTRAN BY SRCE RD  O-JN  1      10 01182013 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                               DWNLD           PFKYS PRT           HELP
    
```

If you do **NOT** have reports available to be viewed on-line, your screen will have nothing listed. Therefore, the screen will be blank. Reports are listed in the following sequence:

1. **Alphabetically by Media-Dest Code**
2. **Report ID within Media-Dest Code**
3. **RRN (report request number) within Media-Dest Code**

The “PF6” key is used for reports that have been set up to download and the “PF10” key is used to convert an online report that you would like to have printed as a hardcopy.

```

RV: VIEW REPORTS ONLINE                               DATE: 01/31/2013
DISPLAY REPORTS FOR DISTRB RD MEDIA * DEST *     PAGE: 1

  REPORT      ID      RRN      DESCRIPTION      MEDIA RPT  LINE  CREATE  PRINT
  ID          RRN      DESCRIPTION      -DEST CPYS COUNT  DATE    STATUS
-----
1 B30003 217054  DAILY FTP REGISTER  H-JF  1      01302013 PRINTED
2 B23L01          EASYTRAN BY SRCE RD  O-JN  1      10 01252013 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                               DWNLD           PFKYS PRT           HELP
    
```

When you select a report from the list on the RV screen and press “ENTER”, the report detail is displayed. Only a portion of the report is displayed on the screen. Reports are formatted as 132 characters wide with 60 lines per page. The screen displays 80 characters wide with 24 lines per page. You can scroll up, down, or across a physical page by using the function keys. You can also move between pages within the report using the function keys.

NOTE: If the report you selected from the list is a Transaction Index Listing or an STP or FTP Register (B30001-B30003) and no data was selected, the message NO DATA AVAILABLE FOR REPORT is displayed. Press “ENTER” to return to RV menu.

Additional Resources

For detailed instructions on how to view reports on-line go to the following Internet Link:

http://doa.alaska.gov/dof/manuals/apm/resource/17_aksreports.pdf

Review

1. How long do On-Line Reports stay in the RV Screen?
2. How long do Hard Copy Reports stay in the RV Screen?
3. Can you see reports run by other RD Codes?
4. How can you tell if there is data in a report?

CHAPTER 4: RM – Management Reporting

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Goals and Objectives

After you complete this chapter, you will understand:

- How to look up Entity information for each department through the RM Screen
- How to develop a Report Plan
- How to look up Management Reports linked to your RD
- How to look up Standard Reports
- How to view a Management Report

AKSAS Timers

AKSAS has 3 different timers:

1. **1 hour – after one hour of non-use AKSAS will close your session**
2. **30 minutes – after 30 minutes of non-use AKSAS will ask you to reenter your CICS password to continue**
3. **5 minutes – AKSAS allows a user only 5 minutes to enter a data in a specific screen.**

Report Plan

It is strongly recommended before you ever open, create, or change a report that you have a report plan in place. The system will automatically time out after 5 minutes. A report plan consists of:

- What reporting structure do I want to report on? (Report Type)
- How do I want the information to sort? (Section Type)
- What account type do I want to report on? (Account Type)
- What posting type do I want to report on? (Budgets, Actuals, etc. displayed w/in report columns)
- What is the timing period that I want to report on? (Posting Months, Fiscal Period)

REPORT TYPE	Any of the Structures or CC or LC. Use the following two character codes: AR – Appropriations CO – Contract FU – Fund GR – Grant OR – Organization PR – Program PJ – Project CC - Collocation Code LC - Ledger Code
SECTION TYPE	Any of the structures, CC or LC, or lower levels. Use the following two character codes: NOTE: Section Type cannot be the same as Report Type. AR – Appropriation CC - Collocation Code CO – Contract LC - Ledger Code FU – Fund AC - Account GR – Grant NL - Next Lower Level OR – Organization XL - Extended Next Lower Level PR - Program PJ - Project
ACCOUNT TYPE	Any of the account structures. Use the following two character codes: <u>Account Numbers</u> AS - Assets LI - Liabilities FE - Fund Equity RR - Restricted Revenue RU - Unrestricted Revenue EX - Expenditures 10000 – 19999 20000 – 29999 30000 – 39999 50000 – 59999 60000 – 69999 70000 - 79999

POSTING TYPES	
Number	Description
01	Actuals
02	Management Budgets #1
03	Management Budgets #2
04	Encumbrances/RSA
05	Original Budgets
06	Supplemental Budgets
07	Revised Program Budgets
08	Restrictions Against Budgets
09	Lapsed Balance
10	Adjustments to Lapsed Balance
11	Hours (for Time and Equipment)

AKSAS uses Posting Types to determine what type of financial activity is posted to the report. This is the user's way of identifying if a transaction is for a budget, encumbrance, or actual payment/receipt of funds.

POSTING MONTHS					
Current Year				Prior Year	
Number	Month	Number	Month	Number	Month
01	July	07	January	13	July PY
02	August	08	February	14	August PY
03	September	09	March	15	September PY
04	October	10	April	16	October PY
05	November	11	May	17	November PY
06	December	12	June	18	December PY
Special Months					
19	Balance Forward (=ITD 18 for prior year)				
20	Adjustments to Balance Forward				
21	Closing Entries				

All financial activity is posted to a posting month. This is seen on the FQA as AKSAS needs to know what financial month activity is posted to.

PREDEFINED CALCULATIONS		
Number	Description	Calculation
PC 01	Total Authorization Balance	PT 5 + 6 + 7
PC 02	Net Authorization Balance	PT 5 + 6 + 7 + 9
PC 03	Unexpended / Uncollected	PT 5 + 6 + 7 + 9 - 1
PC 04	Unobligated Balance	PT 5 + 6 + 7 + 9 - 1 - 4
PC 05	Unprogrammed = Management Budget #1	PT 5 + 6 + 7 + 9 - 2
PC 06	Unprogrammed = Management Budget #2	PT 5 + 6 + 7 + 9 - 3
PC 07	Unrestricted / Undeferred Authorization	PT 5 + 6 + 7 + 8 + 9
PC 08	Available Unrestricted	PT 5 + 6 + 7 + 8 + 9 - 1
PC 09	Unobligated Restricted	PT 5 + 6 + 7 + 8 + 9 - 1 - 4
PC 10	Unobligated Unrestricted - Management Budget #1	PT 5 + 6 + 7 + 8 + 9 - 2
PC 11	Unobligated Unrestricted - Management Budget #2	PT 5 + 6 + 7 + 8 + 9 - 3
PC 12	Unexpended / Uncollected - Management Budget #1	PT 2 - 1
PC 13	Unexpended / Uncollected - Management Budget #2	PT 3 - 1
PC 14	Unobligated Unexpended / Uncollected - Management Budget #1	PT 2 - 1 - 4
PC 15	Unobligated Unexpended / Uncollected - Management Budget #2	PT 3 - 1 - 4
PC 16	Total Obligated	PT 1 + 4
PC 17	Lapse Balance	PT 9 + 10

Predefined calculations are used as a time saving tool so that if you have a column where you would like multiple posting types in the column, rather than typing in all the different posting types, you would enter a predefined calculation, which includes the posting types that you would like to display in that column.

CAUTION: PT 8 and PT 9 may duplicate postings if you are reporting on entities that have lapsed balances.

These predefined calculations are also available On-line – See RR Column Calculation Screen – “PF12”.

Scenario

You have been asked by the director to provide a management report for the Division of Finance operating appropriation. The director wants to see the total amount authorized, amount expended, encumbered amount, and remaining available balance for expenditures.

- Report Type?
- Section Type?
- Account Type?
- Posting Type(s)?
- Reporting Period?

Now that we have a report plan in place, we will want to find our appropriation number and determine if a report currently exists that will meet our reporting needs. We can do this through the Management Reporting (RM) menu item.

Accessing the RM Screen

At the main menu in AKSAS:

- Type RM

```

RD:                ALASKA STATEWIDE ACCOUNTING SYSTEM          MM/DD/YY
                   MAIN MENU                                TERM ID: X20W

SELECTION==> RM ←-----

-----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
DI  REQUEST AKSAS INTERFACE
AP  AUTOMATED PAYMENT SYSTEM

--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE  EASYTRAN RECORD MAINTENANCE
SP  USER PASSWORD MAINTENANCE
TP  THIRD PARTY BILLING

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

```

- Press the “ENTER” key

From the RM Screen, you can look up information about:

- Department Structures
 - Department/Division Listing
 - Structures for a specific Department & Ranges
- Report listings by your RD Code
- Report listings for other RD Codes
- Standard Report listings

To look up this type of information, you would use the options in the RM Screen located at the bottom of the screen under “Selection”.

Departmental Reports

```

MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER _____ FISCAL PERIOD CODE _ or COA YEAR ____
REPORT  _          NUM _____ YR ____
SECTION  _         NUM _____ YR ____
ACCOUNT  _         LOG LEVEL _ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B)  _
PRINT DECIMAL/CENTS (Y/N)   _
PRINT COMMAS (Y/N)         _
ROUNDING FACTOR (0-9)      _

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
- - - - -

-----SELECTION-----REQUEST DATA-----
_ DEPARTMENTAL REPORTS..... DEPT _ DIV _ COA YR ____ (All are optional)
_ MANAGEMENT REPORT LIST.... RD CODE _____ CLASS _ ____ (All are optional)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT          IEINQ RFRSH RR      IOINQ      PFKYS          HELP
    
```

To look up the list of departments, place an “X” next to Departmental Reports and leave all other fields blank.

```

MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER _____ FISCAL PERIOD CODE _ or COA YEAR ____
REPORT  _          NUM _____ YR ____
SECTION  _         NUM _____ YR ____
ACCOUNT  _         LOG LEVEL _ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B)  _
PRINT DECIMAL/CENTS (Y/N)   _
PRINT COMMAS (Y/N)         _
ROUNDING FACTOR (0-9)      _

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
- - - - -

-----SELECTION-----REQUEST DATA-----
X DEPARTMENTAL REPORTS..... DEPT _ DIV _ COA YR ____ (All are optional)
_ MANAGEMENT REPORT LIST.... RD CODE _____ CLASS _ ____ (All are optional)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT          IEINQ RFRSH RR      IOINQ      PFKYS          HELP
    
```

Press the “ENTER” key

Below is the example of the Department Listing. As you can see, the Department Number for Administration is 02. To view the structure information for Administration, you would type in the Enter Selection field “3”.

DEPARTMENT/DIVISION LISTING				COA YEAR 20YY	
DEPT	DIV	TITLE	DEPT	DIV	TITLE
1	AK	STATE OF ALASKA	17	31	LEGISLATIVE AFFAIRS
2	01	OFFICE OF GOVERNOR	18	33	LEGISLATIVE AUDIT
→	3	02 ADMINISTRATION	19	35	STATE BOND COMMITTEE
4	03	LAW	20	41	ALASKA COURT SYSTEM
5	04	REVENUE	21	45	UNIVERSITY OF ALASKA
6	05	EDUCATION & EARLY DV	22	51	TREASURY
7	06	HEALTH & SOCIAL SVCS	23	57	RETIREMNT & BENEFITS
8	07	LABOR & WORKFORCE DV			
9	08	COMM, COMM, ECON DV			
10	09	MILITARY & VETS AFFR			
11	10	NATURAL RESOURCES			
12	11	FISH & GAME			
13	12	PUBLIC SAFETY			
14	18	ENVIRONMENTAL CONSV			
15	20	CORRECTIONS			
16	24	TRANSPORTATION & PF			

ENTER SELECTION==> 3 ←

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

Press the “ENTER” Key.

Here is the listing of the beginning Entity Numbers for the Department of Administration.

DEPARTMENT/DIVISION INQUIRY			02 ADMINISTRATION		COA YEAR 20YY	
ENTITIES:						
TYPE	NUMBER	DESCRIPTION	TYPE	NUMBER	DESCRIPTION	
1	APPN 00005-CY	ADMINISTRATION	9	RD 2000	DEPT ADMINISTRATION	
2	APPN 00005-PY	ADMINISTRATION				
3	APPN 00050-15	ADMINISTRATION				
4	ORG 3000	DEPT ADMINISTRATION				
5	PROG 10000	DEPT ADMINISTRATION				
6	PROJ 3000	DEPARTMENT OF ADMINI				
7	GRNT 3000	DEPT. OF ADM-GRANTS				
8	GRNT 14000	**NO RECORD FOUND**				

REPORT CLASSES:

CLS	DESCRIPTION	CLS	DESCRIPTION	CLS	DESCRIPTION

ENTER SELECTION==> __ OR REPORT CLASS==> __ FOR NEXT LWR LVL OR REPORT LIST
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 CONT QUIT ENT RRCLS RANGE STRUC PFKYS HELP

The beginning Operating Appropriation number for the Department of Administration is 00005.

Press the “ENTER” Key twice to return to the base Management Reporting screen.

Now that we have the beginning appropriation number for the Department of Administration, we will now go look through the structures to find the appropriation for the Division of Finance.

At the base screen, press the “PF4” Key to go to IEINQ

```

MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER _____ FISCAL PERIOD CODE _ or COA YEAR ____
REPORT  _ NUM _____ YR ____
SECTION _ NUM _____ YR ____
ACCOUNT _ LOG LEVEL _ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B)  _
PRINT DECIMAL/CENTS (Y/N)  _
PRINT COMMAS (Y/N)         _
ROUNDING FACTOR (0-9)      _
SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
- - - - -

-----SELECTION-----REQUEST DATA-----
_ DEPARTMENTAL REPORTS..... DEPT __ DIV __ COA YR ____ (All are optional)
_ MANAGEMENT REPORT LIST.... RD CODE _____ CLASS __ ____ (All are optional)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  QUIT          IEINQ RFRSH RR      IOINQ          PFKYS          HELP
    
```

Under Entity Inquiry type: (You can also access this screen from the AKSAS Main Menu – IE)

- “AR” for Entity Type
- “5” for Entity Number
- “X” for Entity Indented Structure

```

IE - ENTITY AND CC/LC INQUIRY - SELECTION

ENTITY INQUIRY (Enter the following data and select inquiry type)
ENTITY TYPE AR ENTITY NUMBER 5 _____ COA YR ____ TERM YR ____
_ ENTITY DETAIL
_ ENTITY NEXT LOWER LEVEL
X ENTITY INDENTED STRUCTURE through LOGICAL LEVEL __
_ TANAB CALCULATION (AR only)

COLLOCATION CODE/LEDGER CODE INQUIRY
_ CC/LC DETAIL   CC/LC __ NUMBER _____ COA YR ____ SET-UP YR ____
_ CC/LC AUTOCODER CC/LC __

OTHER INQUIRY
_ ENTITY DESC SEARCH  ENTITY TYPE __ DESCRIPTION _____ COA YR ____
_ DEPT/DIV INQUIRY   DEPT __ DIV __ COA YR ____ (all are optional)

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

- Press the “ENTER” Key

For the current operating appropriation for the Department of Administration, we can see that the appropriation for the Division of Finance is **11725-14**.

INDENTED STRUCTURE: 2014 APPROPRIATIONS						12/27/2013		PAGE: 1	
00005-14 ADMINISTRATION		TO LOWEST LEVEL							
ENTITY	DESCRIPTION	PL	LL	RPTS	TO	SEQ	RANGE	A	FTBSRX
1	00005-14	ADMINISTRATION	4	10	00002-14	32	274	Y	
2	00505-14	BUDGET ACT	5	18	00005-14	33	160	Y	
3	03487-14	CHAPTER 14 SLA 2013	6	20	00505-14	34	160	Y	
4	03510-14	CENTRAL ADMIN SVCS	7	50	03487-14	35	79	Y	
5	11695-14	OFC ADMIN HEARINGS	8	70	03510-14	36	36	Y	GTBSRX
6	11698-14	DOA LEASES	8	70	03510-14	37	37	Y	GTBSRX
7	11700-14	OFFICE OF THE COMMIS	8	70	03510-14	38	38	Y	GTBSRX
8	11715-14	ADMINISTRATIVE SVCS	8	70	03510-14	39	39	Y	GTBSRX
9	11720-14	DOA INFO TECH SUPPOR	8	70	03510-14	40	40	Y	GTBSRX
10	→ 11725-14	FINANCE	8	70	03510-14	41	41	Y	GTBSRX
11	11727-14	E-TRAVEL	8	70	03510-14	42	42	Y	GTBSRX
12	11729-14	PERSONNEL	8	70	03510-14	43	43	Y	GTBSRX
13	11735-14	LABOR RELATIONS	8	70	03510-14	44	44	Y	GTBSRX
14	11764-14	CENTRAL HUMAN RSRS	8	70	03510-14	45	45	Y	GTBSRX
15	11765-14	RETIREMENT & BENEFIT	8	70	03510-14	46	69	Y	
16	11900-14	PUBLIC EMPLOYEES RET	9	75	11765-14	47	47	Y	GTBSRX

ENTER SELECTION==> ___ OR==> NUMBER _____ COA YR _____ TERM YR _____ LEV LIMIT _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 CONT QUIT PGDN DTAIL TANAB XSTRC PFKYS HELP

- Press the “PF1” Key to return to the base Management Reporting screen.

Management Report List

Now that we have all of the information for our Report Plan, we will look to see if a standard report is available for our use. Standard reports are listed under RD Code 99990. (**Note:** You can look up a report listing for any RD Code)

In the base Management Reporting screen type:

- “X” next to Management Report List
- “99990” next to RD Code, press the “ENTER” Key

```

MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER _____ FISCAL PERIOD CODE _ or COA YEAR ____
REPORT _____ NUM _____ YR _____
SECTION _____ NUM _____ YR _____
ACCOUNT _____ LOG LEVEL _ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B) _
PRINT DECIMAL/CENTS (Y/N) _
PRINT COMMAS (Y/N) _
ROUNDING FACTOR (0-9) _

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
- - - - -

-----SELECTION-----REQUEST DATA-----
↓ DEPARTMENTAL REPORTS..... DEPT __ DIV __ COA YR ____ (All are optional)
X MANAGEMENT REPORT LIST.... RD CODE 99990 CLASS __ (All are optional)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT IEINQ RFRSH RR IOINQ PFKYS HELP
    
```

Below is the first page of reports listed for RD 99990. To view additional pages, you can press the “PF3” Key. By entering the Selection Number at the bottom of the screen, you can view individual reports. For the purposes of this class, we want to view report 218588, so type “6” as the Selection Number.

MANAGEMENT REPORT LIST				DISTRIBUTION RD: 99990		
REPORT REQUEST	CLS	NUM	NUMBER	ACT	DESCRIPTION	INPUT RD
1			218583	Y	ITD NET AUTHORIZATION BALANCE REPORT	99990
2			218584	Y	ITD UNOBLIGATED BALANCE REPORT	99990
3			218585	Y	ITD TOTAL OBLIGATED REPORT	99990
4			218586	Y	ITD AUTHORIZATION RESTRICTION BALANCE REPORT	99990
5			218587	Y	ITD AUTHORIZATION BALANCE BY XL/ACCT	99990
6			218588	Y	ITD AUTHORIZATION BALANCE BY ACCT	99990
7			218589	Y	ITD OBLIGATION REPORT BY CC/ACCT	99990
8			218590	Y	ITD EXPENDITURE REPORT BY ACCT	99990
9			218591	Y	ITD REVENUE COLLECTION REPORT	99990
10			218593	N	ITD FUND LIABILITIES TO DATE	99990
11			218594	Y	ITD AND CURRENT MONTH OBLIGATIONS(EXP AND ENC)	99990
12			218622	Y	PAYROLL SUSPENSE LIABILITIES	99990
13			218624	Y	MISC REVENUE SUSPENSE	99990
14			218697	Y	YTD NET AUTH, ACTUALS & ENCUMBRANCES	99990
15			218754	Y	MONTH END EXPENDITURE REPORT BY XL	99990

ENTER SELECTION==> 6 PRESS ENTER TO UPDATE RM, PF6 TO VIEW REPORT AND RETURN

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

Press the “ENTER” Key

```

2014 TERM YEAR MUST BE ENTERED ←
MANAGEMENT REPORTING MENU AIH900M0
REPORT REQUEST NUMBER 218588_ FISCAL PERIOD CODE C or COA YEAR ____
REPORT AR APPROPRIATION NUM ____ YR ____
SECTION AC ACCOUNT NUM 70000 YR ____ TOTAL EXPENDITURES
ACCOUNT EX EXPENDITURES LOG LEVEL 40 ONLY(Y/N) Y

DETAIL/SUMMARY/BOTH (D/S/B) S
PRINT DECIMAL/CENTS (Y/N) N
PRINT COMMAS (Y/N) N
ROUNDING FACTOR (0-9) 0

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
Y N N N N N N N N

-----SELECTION-----REQUEST DATA-----
_ DEPARTMENTAL REPORTS..... DEPT __ DIV __ COA YR ____ (All are optional)
_ MANAGEMENT REPORT LIST.... RD CODE ____ CLASS __ (All are optional)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT IEINQ RFRSH RR IOINQ PFKYS HELP
    
```

When we pressed “ENTER”, we returned to the base Management Reporting screen. This screen is displaying an error. To remove the error, we must enter the Appropriation Number 11725 and Term Year 2014 for our scenario. Once you have entered the correct AR and YR, press the “ENTER” Key.

The screen shot below is an **EXAMPLE** of what you will see for this report. The numbers may differ from the numbers displayed on your current screen. This is an active appropriation that has not lapsed, so balances will change daily as transactions process in AKSAS.

```

ITD AUTHORIZATION BALANCE BY ACCT RRN:0218588 RSN:08546 01/08/2014
APPROPRIATION EXPENDITURES BY ACCOUNT
11725-14 FINANCE ORIG:14 ALLOCATIONS (T B S R) FN:11100
COA:2014 UNOBLIGA
-----
ENTITY NUMBER - DESCRIPTION NET AUTH EXPEND ENCUMB BALANCE
-----
S** 70000 TOTAL EXPENDITURES **32000 4640852 623853 5767295
S** 71000 PERSONAL SERVICES 7562000 3194938 0 4367062
S** 72000 TRAVEL 35200 9694 0 25506
S** 73000 SERVICES 3365400 1422313 623853 1319234
S** 74000 COMMODITIES 69400 13908 0 55492
-----
FOR NEXT SECTION ENTER==> NUMBER ____ YEAR ____ LEVEL LIMIT ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT RR PFKYS HELP
    
```

Note: A listing of the Standard Management Reports is located in the Appendix. The list includes a brief description of each report and what is in the display columns.

Exercise

Scenario – You work for the Department of Education and have been asked to provide a report that shows authorized amounts, restricted authorizations, and net authorization for the Division of Education Support Services.

1. **What is the department number?**

2. **What is the beginning operating appropriation number?**

3. **What is the appropriation number for the Division of Education Support Services?**

4. **What is the Standard Report Number for ITD Net Authorization Balance Report?**

5. **What is the original authorization amount for all expenditures?**

CHAPTER 5: RR – Report Request Maintenance, Part I

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VIEW EXISTING REPORT REQUESTS	48
FINDING YOUR ONLINE REPORTS WITH RM	49

Goals and Objectives

After you complete this chapter, you will understand:

- What report ID's are available
- How to look up existing reports

Accessing the Report Request Maintenance Screen

At the main menu in AKSAS:

- Type RR
- Press the "ENTER" Key

```

RD:                ALASKA STATEWIDE ACCOUNTING SYSTEM                MM/DD/YY
                   MAIN MENU                                         TERM ID: X20W

SELECTION==> RR ←──────────────────────────────────────────────────

-----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
DI  REQUEST AKSAS INTERFACE
AP  AUTOMATED PAYMENT SYSTEM

--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE  EASYTRAN RECORD MAINTENANCE
SP  USER PASSWORD MAINTENANCE
TP  THIRD PARTY BILLING

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

```

This chapter is going to discuss the RR Screen items located below the SELECTION line on the screen below.

```

RR:  REPORT REQUEST MAINTENANCE

      ADD REPORT REQUEST.....REPORT ID _____
      CHANGE REPORT REQUEST.....REQUEST NUMBER _____
      COPY REPORT REQUEST.....REQUEST NUMBER _____ COPY RD(Y/N) N

-----SELECTION-----
_  AVAILABLE REPORT ID'S
_  EXISTING REPORT REQUESTS   STARTING REPORT ID _____
_  DEPARTMENT DATA MAINTENANCE

-----REQUEST DATA-----

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

```

Available Report ID's

In AKSAS, there are several different types of reports that can be created. Not all reports that are created are available to be viewed on-line through the RM – Report Management screen. The Report ID's are predefined report shells used to build reports.

Here is a sample of some of the different types of Report ID's that we could use to create reports:

1. B10L01 - Indented Structures
2. B30003 - FTP Register
3. B51001 - Balance Sheet
4. B52001 - Trial Balance
5. B55L02 - Chart of Accounts
6. B60001 - Hardcopy Management Reports
7. I60001 - On-Line Management Reports (everyone has access to)

Not every RD Code is equal in AKSAS. The types of report ID's that are available to you depends on your RD Code security.

To access the list of Available Report ID's associated with your RD Code:

- Type an "X" next to Available Report ID's
- Press the "ENTER" Key

Below is an example of an RD Code that has a variety of reports available:

HELP-RR: AVAILABLE REPORT REQUEST ID'S			
REPORT ID	DESCRIPTION	REPORT ID	DESCRIPTION
BODF01	ODF ORG UNIT SUMMARY	B30L01	ENTITY DETAIL REPORT
BODF02	ODF ORG UNIT DETAIL	B30001	TRANS INDEX LISTING
BODF03	ODF ROUTE CODE SUMRY	B30002	STP REGISTER
BODF04	ODF ROUTE CODE DETAL	B30003	FTP REGISTER
BODF05	ODF USER DETAIL	B51001	BALANCE SHEET
B03L01	RR INDEX BY DIST RD	B52001	TRIAL BALANCE
B04L01	RR INDEX BY INPUT RD	B55L02	CHART OF ACCOUNTS
B05L01	CLF DETAIL RPT	B60001	HARDCOPY MGT RPT REQ
B1AL01	OVEREXPND CNTRL RPT	B61002	OPEN ITEM DETAIL
B1BL01	FUND SUFFIC EXCP RPT	B66002	OPEN ITEM XREF RPT
B1D001	OUTSTD DOC RPT	B75001	TSF SUM AGING
B10L01	INDENTED STRUCTURES	B79002	1099 WRNT REGISTER
B10001	RECENT ACTIVITY A T	B82102	SPEC REQ VNDR ANLYS
B10002	CURRENT YTD A T	B82103	MTHLY VNDR ANALYSIS
B10003	OTHER YTD A T	B82104	QTRLY VENDR ANALYSIS

ENTER REPORT ID==> _____ TO ADD REPORT REQUEST OR DISPLAY ID DETAIL
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 CONT QUIT PGDN PFKYS HELP

Press the “PF3” key to Page Down if you have more than 1 page of reports listed.

HELP-RR: AVAILABLE REPORT REQUEST ID'S			
REPORT ID	DESCRIPTION	REPORT ID	DESCRIPTION
-----		-----	
B83102	PAYTIME BY SRD		
B83103	PAYTIME SUMMARY		
B83104	PAYTIME AGING		
B92102	FUTURE WRNTS BY SRD		
B94003	VENDOR DIRECTORY		
I60001	ON-LINE MGT RPT REQ		

To view the Authorized Frequency Codes (when a report will run) and the Authorized Media & Destination Codes:

- Type the Report ID at the bottom of the screen.
- Do **NOT** press “ENTER”

HELP-RR: AVAILABLE REPORT REQUEST ID'S			
REPORT ID	DESCRIPTION	REPORT ID	DESCRIPTION
-----		-----	
B83102	PAYTIME BY SRD		
B83103	PAYTIME SUMMARY		
B83104	PAYTIME AGING		
B92102	FUTURE WRNTS BY SRD		
B94003	VENDOR DIRECTORY		
I60001	ON-LINE MGT RPT REQ		



ENTER REPORT ID==> I60001 TO ADD REPORT REQUEST OR DISPLAY ID DETAIL
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 CONT QUIT PG1 PFKYS HELP

Once you have input the Report ID, press the “PF12” Key

```

HELP-RR:  DETAIL DISPLAY REPORT ID - I60001 ON-LINE MGT RPT REQ

AUTHORIZED FREQUENCY CODES:
  1 4 99

AUTHORIZED MEDIA/DEST CODES:
  0 JN  0 AN

----- CODES -----
FREQUENCIES:
  1=DAILY           2=WEEKLY           4=MONTHLY           5=QUARTERLY
  7=ANNUALLY       99=ONE TIME

MEDIA:
  H=HARDCOPY  O=ONLINE  M=MICROFICHE

DESTINATIONS:
  JN=JUNEAU 2-UP  AN=ANCHORAGE 2-UP  JF=JUNEAU 1-UP  AF=ANCHORAGE 1-UP
  DS=DOWNLOAD

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

This screen tells you what the authorized frequency codes for this report are and which type of media can be used to display the results of the report.

Press the “ENTER” Key twice to return to the base Report Request Maintenance Screen.

View Existing Report Requests

From the base Report Request Maintenance screen, you can find reports that have been created by your RD Code.

At the base RR screen in AKSAS:

- Type an “X” next to Existing Report Requests
- Press the “ENTER” Key

```

RR:  REPORT REQUEST MAINTENANCE

      ADD REPORT REQUEST.....REPORT ID _____
      CHANGE REPORT REQUEST.....REQUEST NUMBER _____
      COPY REPORT REQUEST.....REQUEST NUMBER _____ COPY RD(Y/N) N

-----SELECTION----- REQUEST DATA-----
_  AVAILABLE REPORT ID'S
X  EXISTING REPORT REQUESTS  STARTING REPORT ID _____
_  DEPARTMENT DATA MAINTENANCE

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

Once you press “ENTER”, a listing of all reports created within your RD Code is displayed. Reports are displayed by report ID, then in report number order. If you have multiple pages of reports, press “PF3” to Page Down through the list. If you find a report that you want to make changes to, you can type the RPT NUM at the bottom of the screen. **We will go over how to change reports in the next chapter.**

```

HELP-RR:  REPORT REQUEST NUMBERS AVAILABLE FOR CHANGE                               12/27/2013
*****
***** REPORT-ID: B30001 - TRANS INDEX LISTING *****
RPT NUM: 250906 DESC: DAILY FINANCIAL ERRORED TRANSACTIONS      FREQ 1 ACT Y
                TC/EN ORDER

***** REPORT-ID: B30002 - STP REGISTER *****
RPT NUM: 250904 DESC: RD 194-STRUCTURES                          FREQ 1 ACT Y

***** REPORT-ID: B30003 - FTP REGISTER *****
RPT NUM: 247839 DESC: AUTH 120_DAILY                            FREQ 1 ACT Y
RPT NUM: 247840 DESC: RD 194 FTPS                               FREQ 1 ACT Y
RPT NUM: 250874 DESC: DAILY SRD 6348 DWNLD                     FREQ 1 ACT Y

***** REPORT-ID: B51001 - BALANCE SHEET *****
RPT NUM: 247145 DESC: BALANCE SHEET, FUND 41000                 FREQ 1 ACT N
RPT NUM: 251499 DESC: FU 11135 GHLF-BALANCE SHEET              FREQ 1 ACT N
RPT NUM: 251502 DESC: FU 22000 ISF COMBINED BALANCE SHEET     FREQ 1 ACT N

ENTER REPORT REQUEST NUMBER FOR CHANGE==> _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT          PGDN                                PFKYS                HELP

```

Note: Accessing reports through the RM Screen gives you a listing of On-line Reports only. Accessing reports through the RR Screen groups reports by Report ID.

Press the “ENTER” then type F1 to return to the base Report Request Maintenance screen.

Finding your Online Reports with RM

Where do I find a list of only the online reports? It is easy to forget a report number or maybe you need a different type of report that has been created. The easiest way of finding the “online” management reports that have been created by your RD is to use the RM screen. The RM screen will list *only* the “online” reports and they are listed by report class then report number.

Here is an example of the RM screen. Put an “X” in the Management Report List and press the “ENTER” key.

```

MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER _____ FISCAL PERIOD CODE _ or COA YEAR ____
REPORT  _          NUM _____ YR ____
SECTION _          NUM _____ YR ____
ACCOUNT _          LOG LEVEL _ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B)  _
PRINT DECIMAL/CENTS (Y/N)  _
PRINT COMMAS (Y/N)         _
ROUNDING FACTOR (0-9)      _

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
- - - - -

-----SELECTION-----REQUEST DATA-----
_ DEPARTMENTAL REPORTS..... DEPT __ DIV __ COA YR ____ (All are optional)
X MANAGEMENT REPORT LIST.... RD CODE _____ CLASS __ (All are optional)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT          IEINQ RFRSH RR      IOINQ      PFKYS          HELP
    
```

MANAGEMENT REPORT LIST DISTRIBUTION RD: 148

REPORT REQUEST CLS NUM	NUMBER	ACT	DESCRIPTION	INPUT RD
1	103111	Y	YTD TRIAL BALANCE NOMINAL ACCOUNTS	148
2	113135	N	DETAIL ACTUAL BALANCES WITH FULL DECIMALS	7410
3	213694	N	ITD BUDGET & ACTUAL & % ACTUAL TO BUDGET	148
4	213701	Y	FUND ITD ACTUALS & BAL FWD (TRAIN)	148
5	213737	Y	AUTH/RST/EXP&EN/BALANCE	148
6	213738	Y	ORIG/RP'S/SUPPL/TOTAL AUTH	148
7	213749	N	ITD NET AUTH/RES/ACT/UNOBLIG BAL	148
8	214601	N	NET AUTH/YTD ACTUAL/ENCUMB	148
9	215171	Y	ITD-YTD ACTUALS	148
10	215181	Y	BAL FWD, YTD & ITD	148
11	216397	N	ENTITY XL ITD NET AUTH/BAL	148
12	216860	N	ITD ACTUAL FUND BY ACCOUNT	148
13	217551	N	ACTUALS	148
14	218165	Y	ITD 18 FUND, ACCOUNT, EXPENDITURES	148
15	218788	Y	YTD W/ PM 20 & 21	148

ENTER SELECTION==> __ PRESS ENTER TO UPDATE RM, PF6 TO VIEW REPORT AND RETURN
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT PGDN VW RPT PFKYS HELP

CHAPTER 6: RR – Report Request Maintenance, Part II

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Goals and Objectives

After you complete this chapter, you will understand:

- How to Copy an Existing Reports
- How to Change an Existing Report
- Temporary vs. Permanent changes

Rules when copying or adding a report

1. Write down the report number
2. Activate the report
3. Change distribution RD to your own

Copying an existing report

- On the Copy Report Request Line, Type Request Number **183167**
- Leave the Copy RD (Y/N) as N – (if you change this to “Y”, the report will display in the report listing for the existing RD Code, but that RD Code will not be able to change, delete, or inactivate this report.)
- Press the “ENTER” Key

```
RR: REPORT REQUEST MAINTENANCE

      ADD REPORT REQUEST.....REPORT ID _____
      CHANGE REPORT REQUEST.....REQUEST NUMBER _____
      COPY REPORT REQUEST.....REQUEST NUMBER 183167_ COPY RD(Y/N) N

-----SELECTION----- REQUEST DATA-----
```

When you are copying or adding reports, there are 3 general rules to follow:

RULE #1 – Write down the report number that just populated the Change Report Request field!

```
RR: REPORT REQUEST MAINTENANCE

      ADD REPORT REQUEST.....REPORT ID _____
      CHANGE REPORT REQUEST.....REQUEST NUMBER #####
      COPY REPORT REQUEST.....REQUEST NUMBER _____ COPY RD(Y/N) N

-----SELECTION----- REQUEST DATA-----
```



After you have written the number down, press the “ENTER” Key.

Distribution Screen and related field descriptions

```

RR - I60001 REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER #####          ACTIVE (Y/N) Y
EFFECTIVE DATES..... START 5_ 9_ 1989  END 99 99 9999
FREQUENCY... 99
DESCRIPTION  ITD NET AUTHORIZATION BALANCE REPORT____
              ITD AUTH, EXP, ENC AND BALANCE FOR THE__
              CURRENT ACCOUNTING (COA) YEAR_____

DISTRIBUTION RD/MEDIA/DEST CODE/NUMBER OF COPIES/USER ID

_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDT  QUIT      SAVE      RFRSH      PFKYS      HELP
    
```

Field Name	Description
REPORT REQUEST NUMBER	Unique number assigned by AKSAS.
ACTIVE (Y/N)	Yes / No - Enter Y as your on-line management report must be active in order to use it. If N, then no edits are performed on the report.
EFFECTIVE DATES	(MM DD CCYY) - Note that the START date defaults to today's date when creating a new report. You decide how long you need to keep this report. The END date defines when the report will be deleted - the report will be purged the weekend following the END date. To keep this report indefinitely, enter 99 99 9999.
FREQUENCY	Use 99 (for On-Line reports). 99 – One time only* 2 – Weekly 5 – Quarterly 1 – Daily* 4 – Monthly* 7 – Annually * Valid frequency codes for on-line reports.
DESCRIPTION	Long description - will appear on the Existing Report Requests under RR for your RD Code. Must have at least one line of description.
DISTRIBUTION RD	Your RD Code.
MEDIA	O for On-Line Reports. H for Hard Copy Reports. Do Not use zero!
DEST CODE	JN/JF for Juneau or AN/AF for Anchorage. DS for Download. JF, AF, and DS cannot be used with On-Line Reports.
NUMBER OF COPIES	01 or leave blank for On-Line reports.
USER ID	Leave blank - used for downloading hardcopy reports.

Base Screen and related field descriptions

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER.. #####          ACTIVE (Y/N) Y
FISCAL PERIOD CODE C   or   COA YEAR ____
REPORT TYPE AR NUMBER 11725__ YR 20YY
SECTION TYPE AC NUMBER 70000__ YR ____ LEVEL LIMIT __ THIS LEVEL ONLY (Y/N) _
ACCOUNT TYPE EX
REPORT DESC ITD NET AUTHORIZATION BALANCE RPT CURRENT COA YEAR
REQUEST CLASS AB NUMBER 1__

DETAIL/SUMMARY/BOTH (D/S/B)  S
PRINT DECIMAL/CENTS (Y/N)  N
PRINT COMMAS (Y/N)         Y
ROUNDING FACTOR (0-9)      3

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
Y  N  N  N  N  N  N  N  N

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

Field Name	Description										
FISCAL PERIOD CODE or COA YEAR	Use one or the other but <u>NOT</u> both. Valid entries for FISCAL PERIOD CODE are C or P . Valid entries for COA YEAR are the current or prior Chart of Account Year.										
REPORT TYPE NUMBER - The number that corresponds to the report type. YR - Only necessary for AR and CC.	Any of the Structures or CC or LC. Use the following two character codes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">AR - Appropriations</td> <td style="width: 50%;">CO – Contract</td> </tr> <tr> <td>FU - Fund</td> <td>GR - Grant</td> </tr> <tr> <td>OR - Organization</td> <td>CC - Collocation Code</td> </tr> <tr> <td>PR - Program</td> <td>LC - Ledger Code</td> </tr> <tr> <td>PJ – Project</td> <td></td> </tr> </table>	AR - Appropriations	CO – Contract	FU - Fund	GR - Grant	OR - Organization	CC - Collocation Code	PR - Program	LC - Ledger Code	PJ – Project	
AR - Appropriations	CO – Contract										
FU - Fund	GR - Grant										
OR - Organization	CC - Collocation Code										
PR - Program	LC - Ledger Code										
PJ – Project											

Field Name	Description														
<p>SECTION TYPE</p> <p>NUMBER - The number that corresponds to the section type.</p> <p>YR - Only necessary for AR and CC.</p> <p>LEVEL LIMIT - Logical level, if desired.</p> <p>THIS LEVEL ONLY (Y/N) - Works with Level Limit and is a Y, N, or blank option.</p>	<p>Any of the structures, CC or LC, or lower levels. Use the following two character codes:</p> <table border="0"> <tr> <td>AR - Appropriation</td> <td>GR - Grant</td> </tr> <tr> <td>FU - Fund</td> <td>CC - Collocation Code</td> </tr> <tr> <td>OR - Organization</td> <td>LC - Ledger Code</td> </tr> <tr> <td>PR - Program</td> <td>AC - Account</td> </tr> <tr> <td>PJ - Project</td> <td>NL - Next Lower Level</td> </tr> <tr> <td>CO - Contract</td> <td>XL - Extended Next Lower Level</td> </tr> </table> <p>NOTE: Section Type cannot be the same as Report Type.</p>	AR - Appropriation	GR - Grant	FU - Fund	CC - Collocation Code	OR - Organization	LC - Ledger Code	PR - Program	AC - Account	PJ - Project	NL - Next Lower Level	CO - Contract	XL - Extended Next Lower Level		
AR - Appropriation	GR - Grant														
FU - Fund	CC - Collocation Code														
OR - Organization	LC - Ledger Code														
PR - Program	AC - Account														
PJ - Project	NL - Next Lower Level														
CO - Contract	XL - Extended Next Lower Level														
<p>ACCOUNT TYPE</p>	<p>Any of the account structures. Use the following two character codes:</p> <table border="0"> <thead> <tr> <th colspan="2" style="text-align: right;">Account Numbers</th> </tr> </thead> <tbody> <tr> <td>AS - Assets</td> <td>10000 - 19999</td> </tr> <tr> <td>LI - Liabilities</td> <td>20000 - 29999</td> </tr> <tr> <td>FE - Fund Equity</td> <td>30000 - 39999</td> </tr> <tr> <td>RR - Restricted Revenue</td> <td>50000 - 59999</td> </tr> <tr> <td>RU - Unrestricted Revenue</td> <td>60000 - 69999</td> </tr> <tr> <td>EX - Expenditures</td> <td>70000 - 79999</td> </tr> </tbody> </table>	Account Numbers		AS - Assets	10000 - 19999	LI - Liabilities	20000 - 29999	FE - Fund Equity	30000 - 39999	RR - Restricted Revenue	50000 - 59999	RU - Unrestricted Revenue	60000 - 69999	EX - Expenditures	70000 - 79999
Account Numbers															
AS - Assets	10000 - 19999														
LI - Liabilities	20000 - 29999														
FE - Fund Equity	30000 - 39999														
RR - Restricted Revenue	50000 - 59999														
RU - Unrestricted Revenue	60000 - 69999														
EX - Expenditures	70000 - 79999														
<p>REPORT DESC</p>	<p>Another description field. This one will appear on the report heading and on the Management Report List under RM - Management Reporting</p>														
<p>REQUEST CLASS and NUMBER</p>	<p>Optional, used to organize your reports for the Management Report List under RM - Management Reporting</p>														
<p>DETAIL/SUMMARY/BOTH (D/S/B)</p>	<p>Options are D (detail), S (summary), or B (both). The default is Summary, which displays the summarizing or totaling effect through the structures. Detail shows only where financial postings occurred and not the summarizing effect. Both gives detail and summary results.</p>														
<p>PRINT DECIMAL/CENTS (Y/N)</p>	<p>Yes / No</p>														
<p>PRINT COMMAS (Y/N)</p>	<p>Yes / No</p>														
<p>ROUNDING FACTOR (0-9)</p>	<p>0=none, 1=tens, 2=hundreds, 3=thousands, etc. up to 9 = billions</p>														

Field Name	Description
SECTION LINE TYPES (Y/N)	<p>Defines the financial amount according to the accounting period charged and whether the amount represents inter-entity activity.</p> <p>Y = Report the financial data as specified by this Section Line Type N = Do not report data as specified by this Section Line Type Default is ** Y</p> <p>** = Summary, the sum of all activity</p> <p>*E = Summary External *I = Summary Internal</p> <p>C* = Current Year Total, the sum of internal and external activity posted to the current set up year of collocation code CE = Current Year External CI = Prior Year External</p> <p>P* = Prior Year Total, the sum of internal and external activity posted to the prior set up years of collocation codes PE = Prior Year External PI = Prior Year Internal</p> <p><u>NOTE: Usually, the defaults for the section line type with “E” (external) and “I” (Internal) are not changed. These section line types can be used to eliminate inter-entity transactions between components in one reporting structure that are consolidated at higher levels in the structure. Changing the defaults can produce unpredictable results.</u></p>

Select “PF6” to view the report. If you do not have all of the fields filled in on the base screen of the report it the PF6 key will take you to the Management Reporting Menu. If all of the fields are filled in on the base screen and you press the PF6 key it will take you into the report data.

If you hit the “ENTER” key it will take you back to the RR Main Menu screen. Then you must go into the RM screen and enter the RRN to view the report.

There are two types of changes that we can make to an existing report. We can make temporary changes to any report that we have access to through the Report Management (RM) screen. We can also make permanent changes to any report that has been created by our RD Code through the Report Request Maintenance (RR) screens.

Temporary Changes

At the AKSAS Main Menu, type RM to enter the Report Management screen and press the “ENTER” Key. Enter the report request number that you created when you copied a report.

```

MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER ##### FISCAL PERIOD CODE _ or COA YEAR ____
REPORT   _____ NUM _____ YR _____
SECTION  _____ NUM _____ YR _____
ACCOUNT  _____ LOG LEVEL _ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B)  _
PRINT DECIMAL/CENTS (Y/N)   _
PRINT COMMAS (Y/N)         _
ROUNDING FACTOR (0-9)      _

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
  _ _ _ _ _ _ _ _ _ _

-----SELECTION-----REQUEST DATA-----
    
```

Press the “ENTER” Key twice. As you can see in the example below, this report is set up to display Appropriation (AR) information by Account (AC) Expenditures (EX). The report also has a rounding factor of 3, which means the data is displayed in thousands.

```

MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER ##### FISCAL PERIOD CODE C or COA YEAR ____
REPORT AR APPROPRIATION          NUM 11725__ YR YYYY FINANCE
SECTION AC ACCOUNT              NUM 70000__ YR ____ TOTAL EXPENDITURES
ACCOUNT EX EXPENDITURES        LOG LEVEL _ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B)  S
PRINT DECIMAL/CENTS (Y/N)   N
PRINT COMMAS (Y/N)         Y
ROUNDING FACTOR (0-9)      3

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
  Y N N N N N N N N
    
```

Press the “ENTER” Key to view the data. Notice that the data being displayed is for every account in which there was activity.

```

ITD NET AUTHORIZATION BALANCE RPT CURRENT COA RRN:0183167 RSN:08554 01/21/2014
APPROPRIATION EXPENDITURES BY ACCOUNT
11725-14 FINANCE ORIG:14 ALLOCATIONS (T B S R) FN:11100
COA:2014 IN THOUSANDS ITD TOT ITD ITD
ENTITY NUMBER - DESCRIPTION AUTHORIZ ACTUALS ENCUMBER BALANCE
-----
S** 70000 TOTAL EXPENDITURES 11,032 4,989 620 5,423
S** 70009 TOT EXPS-PRE CLOSING 11,032 4,989 620 5,423
S** 70008 OPERATING ACCT TOTAL 11,032 4,989 620 5,423
S** 70100 GROUP CTRL-PER SER 7,562 3,539 0 4,023
S** 71000 PERSONAL SERVICES 7,562 3,539 0 4,023
S** 71100 WAGES 0 2,303 0 2,303-
S** 71150 REGULAR DUTY 0 1,941 0 1,941-
S** 71170 REGULAR COMPENSATION 0 1,941 0 1,941-
S** 71172 REGULAR PAY 0 1,941 0 1,941-
S** 71300 PREMIUM PAY 0 15 0 15-
S** 71320 OVERTIME 0 2 0 2-
S** 71322 OT STRAIGHT TIME 0 0 0 0
S** 71324 OT - TIME & ONE-HALF 0 2 0 2-
S** 71390 STANDBY PAY 0 12 0 12-
FOR NEXT SECTION ENTER==> NUMBER _____ YEAR ____ LEVEL LIMIT ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT PGDN RR PFKYS HELP
    
```

Press the “ENTER” Key to return to the Management Reporting Menu screen.

Scenario

You work for the Department of Fish and Game. A manager has asked you to print two On-Line Reports that display data for the Moose Project. The first is by total expenditure type (Logical Level 40) and the second is by Ledger Code (Extended Lower Level) Expenditures by type. You will need to find the Moose Project number by using the “PF4” key located at the bottom of the Management reporting Menu.

Example 1

Changes:

1. Report – PJ
2. Num – #####
3. Logical Level – 40

```

1.          MANAGEMENT REPORTING MENU          2.          AIH900M0
REPORT REQUEST NUMBER ##### FISCAL PERIOD CODE C OF COA YEAR ____
REPORT PJ PROJECT          NUM ##### YR ____ MOOSE
SECTION AC ACCOUNT        NUM 70000 YR ____ TOTAL EXPENDITURES
ACCOUNT EX EXPENDITURES   LOG LEVEL 40 ONLY(Y/N) _
3.
DETAIL/SUMMARY/BOTH (D/S/B) S
PRINT DECIMAL/CENTS (Y/N) N
PRINT COMMAS (Y/N) Y
ROUNDING FACTOR (0-9) 3
SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
Y N N N N N N N N
-----SELECTION----- REQUEST DATA-----
_ DEPARTMENTAL REPORTS..... DEPT __ DIV __ COA YR ____ (All are optional)
_ MANAGEMENT REPORT LIST.... RD CODE ____ CLASS __ (All are optional)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT IEINQ RFRSH RR IOINQ PFKYS HELP
    
```

- Press the “ENTER” Key to display the data.

The screen shot below is an **EXAMPLE** of what you will see for this report. The numbers may differ from the numbers displayed on your current screen. This is an active project that has not closed, so balances will change daily as transactions process in AKSAS.

```

ITD NET AUTHORIZATION BALANCE RPT CURRENT COA RRN:0183167 RSN:08538 12/26/2013
PROJECT EXPENDITURES BY ACCOUNT
27565 MOOSE                                LEVEL 25
COA:2014                                IN THOUSANDS
          ENTITY NUMBER - DESCRIPTION      ITD TOT   ITD   ITD
          ENTITY NUMBER - DESCRIPTION      AUTHORIZ ACTUALS ENCUMBER  BALANCE
-----
S** 70000 TOTAL EXPENDITURES              3,747   40,457   112  36,822-
S** 70009 TOT EXPS-PRECLCING              3,747   40,457   112  36,822-
S** 70008 OPERATING ACCT TOTAL            3,747   40,457   112  36,822-
S** 70100 GROUP CTRL-PER SER              576     24,407    0  23,831-
S** 71000 PERSONAL SERVICES                576     24,407    0  23,831-
S** 70200 GROUP CTRL - OTHER              3,171   16,050   112  12,991-
S** 70201 GC-OTHER-NONGRANT               3,171   16,050   112  12,991-
S** 72000 TRAVEL                           158     1,211    0   1,053-
S** 73000 SERVICES                         2,532   10,440   112   8,020-
S** 74000 COMMODITIES                       480     4,316    0   3,836-
S** 75000 CAPITAL OUTLAY                     1         83     0     82-

FOR NEXT SECTION ENTER==> NUMBER _____ YEAR ____ LEVEL LIMIT ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT                                RR                                PFKYS                                HELP
    
```

Press the “ENTER” Key to return to the Report Management Menu.

Example 2

Change Section to Extended Lower Level (XL)

```

                                MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER ##### FISCAL PERIOD CODE C or COA YEAR ____
REPORT PJ PROJECT                                NUM 27565__ YR ____ MOOSE
SECTION XL ACCOUNT                                NUM 70000__ YR ____ TOTAL EXPENDITURES
ACCOUNT EX EXPENDITURES                          LOG LEVEL 40 ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B) S
PRINT DECIMAL/CENTS (Y/N) N
PRINT COMMAS (Y/N) Y
ROUNDING FACTOR (0-9) 3

                                SECTION LINE TYPES (Y/N)
                                ** *E *I C* CE CI P* PE PI
                                Y N N N N N N N N

-----SELECTION----- REQUEST DATA-----
    
```

Press the “ENTER” Key to display the data.

The screen shot below is an **EXAMPLE** of what you will see for this report. The numbers may differ from the numbers displayed on your current screen. This is an active project that has not closed, so balances will change daily as transactions process in AKSAS.

```

ITD NET AUTHORIZATION BALANCE RPT CURRENT COA RRN:0183167 RSN:08538 12/26/2013
PROJECT EXPENDITURES BY EXTENDED NEXT LOWER LEVEL
27565 MOOSE                                LEVEL 25
COA:2014                                IN THOUSANDS
          ENTITY NUMBER - DESCRIPTION          ITD TOT   ITD   ITD
          AUTHORIZ   ACTUALS ENCUMBER  BALANCE
-----
** 27565 MOOSE                                3,747  40,457   112  36,822-
** 11001405 MOOSE S&I                          0     230     0    230-
S** 70000 TOTAL EXPENDITURES                    0     230     0    230-
S** 70009 TOT EXPS-PRE CLOSING                    0     230     0    230-
S** 70008 OPERATING ACCT TOTAL                    0     230     0    230-
S** 70100 GROUP CTRL-PER SER                      0     155     0    155-
S** 71000 PERSONAL SERVICES                       0     155     0    155-
S** 70200 GROUP CTRL - OTHER                      0      75     0     75-
S** 70201 GC-OTHER-NONGRANT                       0      75     0     75-
S** 72000 TRAVEL                                  0      27     0     27-
S** 73000 SERVICES                                0      36     0     36-
S** 74000 COMMODITIES                              0      13     0     13-
** 11002625 MOOSE HABITAT EVALUA                  0       4     0      4-
S** 70000 TOTAL EXPENDITURES                      0       4     0      4-
FOR NEXT SECTION ENTER==> NUMBER _____ YEAR ____ LEVEL LIMIT ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT          PGDN          RR          PFKYS          HELP
    
```

We have made several changes to this Report Request Number. All of the changes are temporary. To reset the report to the original parameters, press the “ENTER” key then press the “PF5” Key. As you can see it has refreshed the screen to its original parameters.

The parameters of your report were reset to look like the example below.

```

                                MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER ##### FISCAL PERIOD CODE C or COA YEAR ____
REPORT AR APPROPRIATION          NUM 11725__ YR YYYY FINANCE
SECTION AC ACCOUNT                NUM 70000__ YR ____ TOTAL EXPENDITURES
ACCOUNT EX EXPENDITURES          LOG LEVEL __ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B)      S
PRINT DECIMAL/CENTS (Y/N)       N
PRINT COMMAS (Y/N)              Y
ROUNDING FACTOR (0-9)           3

                                SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
   Y  N  N  N  N  N  N  N  N
    
```

Temporary changes only affect the parameters of a report. They do not affect the number of columns that get displayed or the data requested within the columns.

Permanent Changes

Permanent changes to a report allow you to change the parameters, the number of columns displayed, and the type of data within columns. Permanent changes can only be made to reports that exist within your RD Code. **Reminder:** When making permanent changes to a report you should also remember to update your column headings and your report descriptions.

Scenario

The Director for the Division of Finance has asked to see the report in whole dollars, but does not care to see encumbrances. Change the current report to display Logical Level 40 data in whole dollars and remove the encumbrance column. The Rounding Factor will be 0.

When we are in the Management Reporting Menu screen, we can toggle to the Report Request Maintenance screens by press the “PF6” button. This option is listed at the bottom of the page.

Press “PF6”

```

MANAGEMENT REPORTING MENU                                AIH900M0
REPORT REQUEST NUMBER #####_ FISCAL PERIOD CODE C or COA YEAR ____
REPORT AR APPROPRIATION                                NUM 11725__ YR YYYY FINANCE
SECTION AC ACCOUNT                                    NUM 70000__ YR ____ TOTAL EXPENDITURES
ACCOUNT EX EXPENDITURES                               LOG LEVEL __ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B)  S
PRINT DECIMAL/CENTS (Y/N)   N
PRINT COMMAS (Y/N)          Y
ROUNDING FACTOR (0-9)       3

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
Y  N  N  N  N  N  N  N  N

-----SELECTION----- REQUEST DATA-----
_ DEPARTMENTAL REPORTS..... DEPT __ DIV __ COA YR ____ (All are optional)
_ MANAGEMENT REPORT LIST.... RD CODE ____ CLASS __ ____ (All are optional)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT          IEINQ RFRSH RR      IOINQ          PFKYS          HELP
    
```

This option takes you directly to the Report Request Maintenance – Activation Screen.

```

RR - I60001 REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER ##### ACTIVE (Y/N) Y
EFFECTIVE DATES..... START 5_ 9_ 1989 END 99 99 9999
FREQUENCY... 99
DESCRIPTION ITD NET AUTHORIZATION BALANCE REPORT__
            ITD AUTH, EXP, ENC AND BALANCE FOR THE__
            CURRENT ACCOUNTING (COA) YEAR_____

DISTRIBUTION RD/MEDIA/DEST CODE/NUMBER OF COPIES/USER ID
##### 0 JN  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDT QUIT          SAVE          RFRSH          PFKYS          HELP
    
```

On the Base screen, we can change our:

1. Logical Level to 40
2. Rounding Factor to 0 (zero)

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER..##### ACTIVE (Y/N) Y
FISCAL PERIOD CODE C or COA YEAR ____
REPORT TYPE AR NUMBER 11725__ YR ####
SECTION TYPE AC NUMBER 70000__ YR ____ LEVEL LIMIT 40 THIS LEVEL ONLY (Y/N) _
ACCOUNT TYPE EX
REPORT DESC ITD NET AUTHORIZATION BALANCE RPT CURRENT COA YEAR
REQUEST CLASS AB NUMBER 1__

DETAIL/SUMMARY/BOTH (D/S/B) S
PRINT DECIMAL/CENTS (Y/N) N
PRINT COMMAS (Y/N) Y
ROUNDING FACTOR (0-9) 0

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
Y N N N N N N N N

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

Press the “ENTER” Key to advance to the next screen.

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER..##### ACTIVE (Y/N) Y

--COLUMN 1 -- --COLUMN 2 -- --COLUMN 3 -- --COLUMN 4 --
PRINT POSITION 1 2 3 4
ABS/REL CODE A A A -
TIMING PERIOD IT IT IT -
PERIOD NUMBER 18_ 18_ 18_ -
FED FIS YR CODE - - - -
HEADING ONE ITD TOT_ PRIOR MTH_ ITD_____
HEADING TWO AUTHORIZED ACTUALS_ ENCUMBRANC BALANCE_
CALCULATIONS: PT 5.00____ + PT 1.00____ + PT 4.00____ + CL 1.00____ +
CODE/VALUE/OPRTR PT 6.00____ + _____ - _____ - CL 2.00____ -
PT 7.00____ + _____ - _____ - CL 3.00____ -
_____ - _____ - _____ - _____ -
_____ - _____ - _____ - _____ -
_____ - _____ - _____ - _____ -
_____ - _____ - _____ - _____ -

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT SAVE BASE VWRPT PFKYS HELP
    
```

Before we make any more changes to this report, we should view the effects of what we have already done.

Press the “PF6” Key to toggle back to the Report Management Screen and view the report.

```

ITD NET AUTHORIZATION BALANCE RPT CURRENT COA RRN:0183167 RSN:08546 01/08/2014
APPROPRIATION EXPENDITURES BY ACCOUNT
11725-14 FINANCE ORIG:14 ALLOCATIONS (T B S R) FN:11100
COA:2014 ITD TOT ITD ITD
          ENTITY NUMBER - DESCRIPTION AUTHORIZ ACTUALS ENCUMBER BALANCE
-----
S** 70000 TOTAL EXPENDITURES **00.00 **52.26 **53.24 **94.50
S** 70009 TOT EXPS-PRE CLOSING **00.00 **52.26 **53.24 **94.50
S** 70008 OPERATING ACCT TOTAL **00.00 **52.26 **53.24 **94.50
S** 70100 GROUP CTRL-PER SER **00.00 **37.66 .00 **62.34
S** 71000 PERSONAL SERVICES **00.00 **37.66 .00 **62.34
S** 71100 WAGES .00 **12.75 .00 **12.75-
S** 71150 REGULAR DUTY .00 **63.02 .00 **63.02-
S** 71170 REGULAR COMPENSATION .00 **63.02 .00 **63.02-
S** 71172 REGULAR PAY .00 **63.02 .00 **63.02-
S** 71300 PREMIUM PAY .00 **65.87 .00 **65.87-
S** 71320 OVERTIME .00 2288.23 .00 2288.23-
S** 71322 OT STRAIGHT TIME .00 87.30 .00 87.30-
S** 71324 OT - TIME & ONE-HALF .00 2200.93 .00 2200.93-
S** 71390 STANDBY PAY .00 **34.33 .00 **34.33-
FOR NEXT SECTION ENTER==> NUMBER YEAR LEVEL LIMIT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT PGDN RR PFKYS HELP
    
```

Note: The ** in the column are displayed when the width of the data exceeds the available width for the column. The screen displays 80 characters wide with the first 40 characters allocated to the Entity Number – Description. That leaves 40 characters for rest of the columns combined.

Press the “PF6” Key to toggle back to the Report Request Maintenance – Base Screen.

Press the “ENTER” Key to advance to the Report Request Maintenance – Column Screen.

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER.. ##### ACTIVE (Y/N) Y
--COLUMN 1 -- --COLUMN 2 -- --COLUMN 3 -- --COLUMN 4 --
PRINT POSITION 1 2 3 4
ABS/REL CODE A A A -
TIMING PERIOD IT IT IT -
PERIOD NUMBER 18_ 18_ 18_ -
FED FIS YR CODE - - - -
HEADING ONE ITD TOT ITD ITD
HEADING TWO AUTHORIZED ACTUALS ENCUMBRANC BALANCE
CALCULATIONS: PT 5.00 + PT 1.00 + PT 4.00 + CL 1.00 +
CODE/VALUE/OPRTR PT 6.00 + - - - CL 2.00 -
PT 7.00 + - - - CL 3.00 -
-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT SAVE BASE VWRPT PFKYS HELP
    
```

As you can see, the report is currently set up to display 4 columns. Displayed columns are determined by the Print Position. For our Scenario, we need to change or remove the encumbrance printed column from our report.

It is recommended that you delete Print Positions and not the entire column. This will allow you to re-use the column in the future if it becomes necessary to see the associated data.

On this screen, we can:

1. Delete the Print Position in Column 3
2. Change Column 4 to be Print Position 3

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER.##### ACTIVE (Y/N) Y
--COLUMN 1 -- --COLUMN 2 -- --COLUMN 3 -- --COLUMN 4 --
PRINT POSITION 1 2 3 3
ABS/REL CODE A A A -
TIMING PERIOD IT IT IT -
PERIOD NUMBER 18_ 18_ 18_ -
FED FIS YR CODE - - - -
HEADING ONE ITD TOT_ ITD_ ITD_ -
HEADING TWO AUTHORIZED ACTUALS_ ENCUMBRANC BALANCE_
CALCULATIONS: PT 5.00_ + PT 1.00_ + PT 4.00_ + CL 1.00_ +
CODE/VALUE/OPRTR PT 6.00_ + - - - - CL 2.00_ -
PT 7.00_ + - - - - CL 3.00_ -
- - - - -
- - - - -
- - - - -
- - - - -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT SAVE BASE VWRPT PFKYS HELP
    
```

Be aware that Column 4 is still calculating on Column 1, Column 2, and Column 3. However, in this example, we are not displaying Column 3.

Press the “PF6” Key to toggle back to the Report Management Screen and view the report.

```

ITD NET AUTHORIZATION BALANCE RPT CURRENT COA RRN:0253824 RSN:08548 01/10/2014
APPROPRIATION EXPENDITURES BY ACCOUNT
11725-14 FINANCE ORIG:14 ALLOCATIONS (T B S R) FN:11100
COA:2014 ITD TOT ITD
-----
ENTITY NUMBER - DESCRIPTION AUTHORIZED ACTUALS BALANCE
-----
S** 70000 TOTAL EXPENDITURES 11,032,000 4,984,805 5,423,342
S** 70009 TOT EXPS-PRE CLOSING 11,032,000 4,984,805 5,423,342
S** 70008 OPERATING ACCT TOTAL 11,032,000 4,984,805 5,423,342
S** 70100 GROUP CTRL-PER SER 7,562,000 3,538,891 4,023,109
S** 71000 PERSONAL SERVICES 7,562,000 3,538,891 4,023,109
S** 71100 WAGES 0 2,303,329 2,303,329-
S** 71150 REGULAR DUTY 0 1,940,597 1,940,597-
S** 71170 REGULAR COMPENSATION 0 1,940,597 1,940,597-
S** 71172 REGULAR PAY 0 1,940,597 1,940,597-
S** 71300 PREMIUM PAY 0 14,692 14,692-
S** 71320 OVERTIME 0 2,288 2,288-
S** 71322 OT STRAIGHT TIME 0 87 87-
S** 71324 OT - TIME & ONE-HALF 0 2,201 2,201-
S** 71390 STANDBY PAY 0 12,361 12,361-
FOR NEXT SECTION ENTER==> NUMBER █ YEAR █ LEVEL LIMIT █
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT PGDN RR PFKYS HELP
    
```

The screen shot above is an **EXAMPLE** of what you will see for this report. The numbers may differ from the numbers displayed on your current screen. This is an active appropriation that has not closed, so balances change daily as transactions process in AKSAS.

As you can see, we now display only 3 columns worth of data. This has allowed each column to have more space and the numbers are not “cut-off” for viewing.

Since we made the changes through the RR screens, the changes are permanent. Every time that we go into this report through the RM Screen, it will be set up to view whole dollars and will not display the encumbrance’s column.

Copying an existing report (2nd report)

Scenario

You have been asked by your supervisor for a report that will show the budget and actual for the current year and they would also like to see the monthly budget amount and how much has been spent through the last month.

- From the Main Menu select RR
- On the Copy Report Request Line, Type Request Number **183189**
- Leave the Copy RD (Y/N) as N – (if you change this to “Y”, the report will display in the report listing for the existing RD Code, but that RD Code will not be able to change, delete, or inactivate this report.)

```

RR: REPORT REQUEST MAINTENANCE

      ADD REPORT REQUEST.....REPORT ID _____
      CHANGE REPORT REQUEST.....REQUEST NUMBER
      COPY REPORT REQUEST.....REQUEST NUMBER 183189 COPY RD(Y/N) N

-----SELECTION-----REQUEST DATA-----
    
```

- Press the “ENTER” Key
- **What are the 3 General Rules?**

```

RR - I60001 REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER ##### ACTIVE (Y/N) Y
EFFECTIVE DATES..... START 6_ 6_ 1985 END 99 99 9999
FREQUENCY... 99
DESCRIPTION YTD & MTHLY BUDGET, YTD & MTHLY ACTUALS_
              APPROPRIATION BY NEXT LOWER LEVEL_____
              CURRENT ACCOUNTING (COA) YEAR_____

DISTRIBUTION RD/MEDIA/DEST CODE/NUMBER OF COPIES/USER ID
##### 0 JN _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDT  QUIT      SAVE      RFRSH      PFKYS      HELP
    
```

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER..          ACTIVE (Y/N) N

FISCAL PERIOD CODE C   or   COA YEAR ____

REPORT TYPE AR NUMBER 1531____ YR 2013

SECTION TYPE NL NUMBER _____ YR ____ LEVEL LIMIT __ THIS LEVEL ONLY (Y/N) _
ACCOUNT TYPE EX
REPORT DESC YTD & MONTHLY COMPARISON OF BUDGET TO ACTUAL_____
REQUEST CLASS __ NUMBER ____

DETAIL/SUMMARY/BOTH (D/S/B)  S
PRINT DECIMAL/CENTS (Y/N)  N
PRINT COMMAS (Y/N)         N
ROUNDING FACTOR (0-9)      _

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
Y  N  N  N  N  N  N  N  N

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

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER.. #####          ACTIVE (Y/N) Y

--COLUMN 1 -- --COLUMN 2 -- --COLUMN 3 -- --COLUMN 4 --
PRINT POSITION  1          2          3          4
ABS/REL CODE   A          A          -          R
TIMING PERIOD  YT          YT          -          MO
PERIOD NUMBER  18_        18_        -          -1_
FED FIS YR CODE -          -          -          -
HEADING ONE    YTD_____ YTD_____ MONTHLY___ LAST MTH___
HEADING TWO    BUDGET_____ ACTUALS___ BUDGET_____ ACTUALS___
CALCULATIONS: PC 1.00_____ + PT 1.00_____ + CL 1.00_____ + PT 1.00_____ +
CODE/VALUE/OPRTR - _____ - - _____ - CO 12.00_____ / - _____ -
- _____ - - _____ - - _____ - - _____ -
- _____ - - _____ - - _____ - - _____ -
- _____ - - _____ - - _____ - - _____ -
- _____ - - _____ - - _____ - - _____ -

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT          SAVE          BASE VWRPT                               PFKYS             HELP
    
```

Tips & Tricks

1. Do not use the “F1” or “F3” key in the Report Maintenance Screens. Using these keys will inactivate your report and take you back to the main Report Request Maintenance menu screen.
2. Use the “F5” Key to restart or refresh the following screens:
 - a. Report Request Maintenance Distribution Screen
 - b. Report Request Maintenance Base Screen
 - c. Management Reporting Menu Screen
3. Press the “ENTER” Key to move to a new screen.
4. Use the “F5” Key to return to the Report Request Maintenance Base Screen.

5. Use the “F6” Key to toggle between the Report Request Maintenance Screens (RR) and the Report Management Screen (RM).
6. Do not use Posting Type 8 and Posting Type 9 together.
7. On the Report Request Maintenance Base Screen use a Fiscal Period Code (FPC) instead of a specific COA Year. By using the FPC, you will not need to update your report every year.
8. Temporary changes to a report can be made through the Report Management (RM) screen, while permanent changes are made through the Report Request Maintenance (RR) screens.

Review

1. **What are the 3 General Rules that must be done when you create, copy, or change a report?**
2. **How do you make only temporary changes to a report?**
3. **How do you make permanent changes to a report?**
4. **What posting months would you use for Inception-to-Date reporting?**
5. **How do you move between viewing report data and viewing report parameters?**

CHAPTER 7: RR – Report Request Maintenance, Part III

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Goals and Objectives

After you complete this chapter, you will understand:

- How to create a report from scratch
- Change the report to add Exception Reporting

Report from Scratch

Scenario: Your supervisor asked you for a report that shows the total amounts of funding sources (revenues) budgeted and collected for all of the department's appropriations (capital, current year operating, and prior year operating). Your supervisor suggests that you use the department's top organization structure to get the information. Also, your supervisor would like to see the percentage of the budget that has been collected for each appropriation.

Develop a Report Plan

Remember, it is strongly recommended before you ever open, create, or change a report that you have a report plan in place. Based on the above scenario, take a few minutes to answer the following questions. We will be building the report together, using data from each of your departmental structures.

- What reporting structure do I want to report on? (Report Type)
- How do I want the information to sort? (Section Type)
- What account type do I want to report on? (Account Type)
- What is the timing period that I want to report on? (Posting Months, Fiscal Period)
- What posting type of information do I want to report on? (Budgets, Actuals, etc. displayed w/in report columns)


```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER.. #####          ACTIVE (Y/N) Y
FISCAL PERIOD CODE C   or   COA YEAR ____
REPORT TYPE OR NUMBER 3000 ____ YR ____
SECTION TYPE AR NUMBER _____ YR ____ LEVEL LIMIT ____ THIS LEVEL ONLY (Y/N) _
ACCOUNT TYPE RR
REPORT DESC ITD BUDGET & ACTUAL & % ACTUAL TO BUDGET _____
REQUEST CLASS ____ NUMBER ____

DETAIL/SUMMARY/BOTH (D/S/B) S
PRINT DECIMAL/CENTS (Y/N) N
PRINT COMMAS (Y/N) N
ROUNDING FACTOR (0-9) -

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
Y N N N N N N N N

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

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER.. #####          ACTIVE (Y/N) Y

--COLUMN 1 -- --COLUMN 2 -- --COLUMN 3 -- --COLUMN 4 --
PRINT POSITION 1          2          3          -
ABS/REL CODE  A          A          -          -
TIMING PERIOD IT         IT         -          -
PERIOD NUMBER 18_       18_       -          -
FED FIS YR CODE -          -          -          -
HEADING ONE   ITD_____ ITD_____ PERCENT OF
HEADING TWO   BUDGET_____ ACTUALS_____ ACT TO BUD
CALCULATIONS: PT 5.00_____ + PT 1.00_____ + CL 2.00_____ +
CODE/VALUE/OPRTR PT 6.00_____ + -          - CL 1.00_____ /
PT 7.00_____ + -          - CO 100.00_____ *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT          SAVE          BASE VWRPT          PFKYS          HELP
    
```

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ
REPORT REQUEST NUMBER.. #####          ACTIVE (Y/N) Y

OPERATOR: _          SELECT ONLY REPORT LINES WHICH MEET:
                        A = ALL OF THE FOLLOWING CONDITIONS
                        O = ANY OF THE FOLLOWING CONDITIONS

COLUMN  RELATION  ID CODE  ID VALUE  RELATION CODES:
-----  -
_          _          _          _          GT = GREATER THAN
_          _          _          _          GE = GREATER OR EQUAL
_          _          _          _          LT = LESS THAN
_          _          _          _          LE = LESS OR EQUAL
_          _          _          _          EQ = EQUAL TO
_          _          _          _          NE = NOT EQUAL TO

_          _          _          _          ID CODES:
_          _          _          _          CO = CONSTANT
_          _          _          _          CL = COLUMN

SUPPRESS ZERO LINES (Y/N) _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDAT QUIT          SAVE          BASE VWRPT          PFKYS          HELP
    
```

- Press the “PF6” Key to view the report data.

ITD BUDGET & ACTUAL & % ACT TO BUDGET		RRN:	RSN:08277 01/23/2013	
ORGANIZATION RESTRICTED REVENUES BY APPROPRIATION				
3000 DEPT ADMINISTRATION		DEPARTMENT		
COA:2013		ITD TOTAL	ITD ACTUAL	% ACT TO
ENTITY NUMBER - DESCRIPTION		AUTHORIZED		BUDGET
S**	00001-45 STATE OF ALASKA	833656491-	899835359-	108
S**	00101-45 OPERATING APPROPRIAT	793789059-	888208367-	112
S**	00002-13 OPERATING PROG 2013	167281080-	128384612-	77
S**	00005-13 ADMINISTRATION	167281080-	128384612-	77
S**	00505-13 BUDGET ACT	166349300-	128047117-	77
S**	03487-13 CHAPTER 15 SLA 2012	166349300-	128047117-	77
S**	03510-13 CENTRAL ADMIN SVCS	30783400-	11380436-	37
S**	→ 11695-13 OFC ADMIN HEARINGS	2417000-	392479-	16
S**	→ 11698-13 DOA LEASES	35100-	0	0
S**	11700-13 OFFICE OF THE COMMIS	672300-	840577-	125
S**	11715-13 ADMINISTRATIVE SVCS	2745300-	2683479-	98
S**	11720-13 DOA INFO TECH SUPPOR	1310800-	1541612-	118
S**	→ 11725-13 FINANCE	4647900-	758322-	16
S**	→ 11727-13 E-TRAVEL	2927100-	172621-	6

FOR NEXT SECTION ENTER==> NUMBER _____ YEAR ____ LEVEL LIMIT ____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

CONT QUIT PGDN RR PFKYS HELP

The screen shot above is an **EXAMPLE** of what you will see for this report. The numbers may differ from the numbers displayed on your current screen. Each of us should be pulling data based on our own Organization Structure and the Organizations are always active, so balances will change daily as transactions process in AKSAS.

Notice in this example that we have 4 appropriations that have less than 30% of the authorized revenue collected.

Exception Reporting

Scenario: Your supervisor likes the report you just created, but would like to also see only those appropriations where the percent of budget collected is less than or equal to 30%.

- Press the “PF6” Key to return to the “Base” Screen
- Press the “ENTER” Key until you have reached the “Exception” Screen

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER..#####          ACTIVE (Y/N) Y

OPERATOR: A          SELECT ONLY REPORT LINES WHICH MEET:
                      A = ALL OF THE FOLLOWING CONDITIONS
                      O = ANY OF THE FOLLOWING CONDITIONS

COLUMN  RELATION  ID CODE  ID VALUE  RELATION CODES:
-----  -
3_      LE        CO      30.00    GT = GREATER THAN
         -         -         -         GE = GREATER OR EQUAL
         -         -         -         LT = LESS THAN
         -         -         -         LE = LESS OR EQUAL
         -         -         -         EQ = EQUAL TO
         -         -         -         NE = NOT EQUAL TO
         -         -         -
         -         -         -         ID CODES:
         -         -         -         CO = CONSTANT
         -         -         -         CL = COLUMN

SUPPRESS ZERO LINES (Y/N) _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT          SAVE          BASE  VWRPT          PFKYS          HELP
    
```

Press the “PF6” Key to view the report.

```

ITD BUDGET & ACTUAL & % ACT TO BUDGET          RRN:          RSN:08277 01/23/2013
ORGANIZATION RESTRICTED REVENUES BY APPROPRIATION
3000 DEPT ADMINISTRATION          DEPARTMENT
COA:2013
          ENTITY NUMBER - DESCRIPTION          ITD TOTAL  ITD ACTUAL  % ACT TO
          AUTHORIZED          BUDGET
-----
S**  -> 11695-13 OFC ADMIN HEARINGS          2417000-   392479-    16
S**  -> 11698-13 DOA LEASES          35100-     0          0
S**  -> 11725-13 FINANCE          4647900-   758322-    16
S**  -> 11727-13 E-TRAVEL          2927100-   172621-    6
S**  11735-13 LABOR RELATIONS          119800-     0          0
S**  11765-13 RETIREMENT & BENEFIT          386300-   105565-    27
S**  11908-13 DEFERRED COMPENSATI          384800-   104065-    27
S**  11773-13 CENTRALIZED ETS SVCS          133900-     0          0
S**  11801-13 FACILITIES-PBF          0          12128758-   0
S**  11802-13 FACILITIES-GF/OTHER          1264100-   38705-     3
S**  11806-13 FACILITIES ADMIN-PB          0          759156-     0
S**  11811-13 GEN SVC FACILITY MNT          39700-     0          0
S**  03518-13 DOA STATE FACIL RENT          70200-     0          0
S**  11976-13 TELECOM ROLL-UP          2364108-   164108-    7
FOR NEXT SECTION ENTER==> NUMBER _____ YEAR ____ LEVEL LIMIT ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT          PGDN          RR          PFKYS          HELP
    
```

In this example, we are no longer displaying any appropriation that has collected more than 30% of its authorization. The first 4 appropriations match the example from the previous page.

Verification of Reports

Each time you create, copy, or change a report, you should verify that the data presented is accurate. You can use the On-Line Audit Trail to verify your data. We will go over the On-Line Audit Trail later in this guide.

Exercise #1

Scenario: You work for the Department of Fish and Game and are responsible for monitoring Federal Grants. Your supervisor has asked you to create a report that shows total budgets, actual expenditures, and the

balance remaining for all grants from the U.S. Department of Interior by the next lower level. Your supervisor would like to see this information for the current fiscal year only and wants to see only whole dollars, not pennies. You know that the department tracks federal funding through the Grant structures.

Report Plan

- What reporting structure do I want to report on? (Report Type)
- How do I want the information to sort? (Section Type)
- What account type do I want to report on? (Account Type)
- What posting type do I want to report on? (Budgets, Actuals, etc. displayed w/in report columns)
- What is the timing period that I want to report on? (Posting Months, Fiscal Period)
- Now that you have the **Report Plan**, build your report.

Exercise #2

Scenario: You and a couple of your co-workers have decided that you would really like to get some new \$1,000 computers before the end of the fiscal year. You approach your supervisor with the idea, but your supervisor is not sure that funds are available, and the computers can only be purchased if there is enough funding for all 20 people in your office. Your supervisor is too busy to look at the budget. Wanting to facilitate your request, you offer to pull a report that shows the available balance in your appropriation. Impressed, your boss tells you that if you can find the unobligated money, you can have the computers purchased. Do you get new computers?

HINTS: Using an existing report, temporarily modify one of your reports. Don't forget to create a report plan.

CHAPTER 8: RO – Online Audit Trail

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Goals and Objectives

After you complete this chapter, you will understand:

- The purpose of the online audit trail
- The uses of the various online selections
- What the display codes are and how to find their description
- How to subtotal
- How to apply a secondary search

Purpose of Online Audit Trail

The online audit trail is a research tool. This tool is limited to approximately the most recent 16 to 18 months of financial activity. The period for which data is currently available online is displayed in the upper right-hand corner of the online audit trail (RO) screen.

If a transaction processed prior to the dates currently available, you can run an audit trail report in ALDER. Most, but not all, AKSAS transactions are included in the online audit trail. For verification that the transaction you are looking for will be displayed in the online audit trail, refer to the Financial Transactions-Description section within the AKSAS Handy Guide, which is available at http://doa.alaska.gov/dof/manuals/handy_guide/.

Accessing the On-line Audit Trail

At the main menu in AKSAS:

- Type RO
- Press the “ENTER” Key

```

ALASKA STATEWIDE ACCOUNTING SYSTEM
MAIN MENU                                TERM ID: X5UL

SELECTION==> RO

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

-----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

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

--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE EASYTRAN RECORD MAINTENANCE
SP USER PASSWORD MAINTENANCE
TP THIRD PARTY BILLING

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

```

As you can see, there are several ways to research financial activity. (E.g. financial coding, COA Yr, SY Yr, account code, transaction code, document number, etc.)

The Chart of Account (COA) year and Set-up (SY) year default to the current fiscal year.

ONLINE AUDIT TRAIL	ACTIVITY FOR: MM/DD/YY	THRU MM/DD/YY
1. COA YYYY SETUP YR YYYY CC _____	THRU 99999999 LC _____	THRU 99999999
2. COA YYYY ACCOUNT _____	SY YYYY CC _____	THRU 99999999
3. COA YYYY ACCT TYP _____	THRU 99999999 AC _____	THRU 999999
4. COA YYYY _____	THRU 99999999 CC _____	THRU 99999999
5. COA YYYY SRCE RD _____	THRU 99999999 LC _____	THRU 99999999
6. COA YYYY TRANS CD _____	THRU 99999999 LC _____	THRU 99999999
7. COA YYYY OI/EQ TYPE _____	THRU 99999999	
8. COA YYYY ENT TYPE _____	TY/SY YYYY THRU SY YYYY	
9. SOURCE RD CODE _____	RSN _____ THRU RSN 99999	TRANS LVL DATA ONLY N
10. INPUT RD CODE _____	RSN _____ THRU RSN 99999	TRANS LVL DATA ONLY N
11. VENDOR/EMP NUM _____	SRD _____ THRU SRD 99999	TRANS LVL DATA ONLY N
12. SYS ID AA BATCH _____	SEQ _____ THRU SEQ 9999	TRANS LVL DATA ONLY N
DISPLAY CODES CY SY CC PR LC AC FY LA TC SR _____		
(OPTNL) SUBTOTAL BREAK CD __ DISPLAY SUBTOTALS ONLY(Y/N) N		
(OPTNL) SECONDARY SEARCH CD __ VALUE _____ THRU _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
CONT QUIT	TCODE FCODE	PFKYS HELP

1. Select detailed records for a specific CC or a range of CCs. Can further limit with a specific LC or range of LCs.
2. Select detailed records for a specific account code and for a specific CC or a range of CCs.
3. Select detailed records for an account type (AS, LI, FE, RR, RU, EX) for a specific CC or a range of CCs. Account selection should agree with account type for a specific account or range of account codes.
4. Select detailed records for a specific LC or a range of LCs. Can further limit with a specific CC or a range of CCs.
5. Select detailed records for a specific Source RD code. Can further limit the search by CCs and LCs.
6. Select detailed records for a specific Transaction code. Can further limit the search by CCs and LCs.
7. Select detailed records for an open item type (EN, PY, RC, TR, AG, RS, SP). Can further limit the search by an open item range. Equipment Type is only used by DOT/PF.
8. Select detailed records for an entity type (AR, FU, OR, PR, PJ, CO, GR) and entity number. Depending on the entity type selected a term year or a setup year (or range of SYs) must be entered. The program (PR) entity inquiry gives you a unique response. The on-line selection must be the internal program code. The internal program code is assigned directly to the collocation code. AKSAS will not give on-line audit results for external program codes. However, if an external program code was used it will be listed in the PGM column.
9. Select detailed records for a Source RD code. Can further limit the search to an RSN (run sequence number) or a range of RSNs. If the TRANS LVL DATA ONLY code is changed to Y (yes), only the transaction level data codes will be displayed (see PF4 from the Online Audit Trail Inquiry Screen for listing of these codes).

```

ONLINE AUDIT TRAIL                ACTIVITY FOR: MM/DD/YY  THRU MM/DD/YY
1. COA YYYY SETUP YR  YYYY  CC  _____ THRU 99999999  LC  _____ THRU 99999999
2. COA YYYY ACCOUNT  _____ SY  YYYY  CC  _____ THRU 99999999
3. COA YYYY ACCT TYP  ___  CC  _____ THRU 99999999  AC  _____ THRU 999999
4. COA YYYY          LC  _____ THRU 99999999  CC  _____ THRU 99999999

5. COA YYYY SRCE RD   _____ CC  _____ THRU 99999999  LC  _____ THRU 99999999
6. COA YYYY TRANS CD  _____ CC  _____ THRU 99999999  LC  _____ THRU 99999999
7. COA YYYY OI/EQ TYPE  ___ NUM _____ THRU 99999999
8. COA YYYY ENT TYPE  ___ NUM _____ TY/SY YYYY THRU SY YYYY

9. SOURCE RD CODE  _____ RSN _____ THRU RSN 999999  TRANS LVL DATA ONLY N
10. INPUT RD CODE  _____ RSN _____ THRU RSN 999999  TRANS LVL DATA ONLY N
11. VENDOR/EMP NUM _____ SRD _____ THRU SRD 999999  TRANS LVL DATA ONLY N
12. SYS ID AA BATCH _____ SEQ _____ THRU SEQ 999999  TRANS LVL DATA ONLY N

DISPLAY CODES  CY SY CC PR LC AC FY LA TC SR  _ _ _ _ _ _ _ _ _ _

(OPTNL) SUBTOTAL  BREAK  CD  __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD  __ VALUE _____ THRU _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                TCODE FCODE                PFKYS                HELP
    
```

- 10. Select detailed records for an Input RD code. Can further limit the search to an RSN (run sequence number) or a range of RSNs. If the TRANS LVL DATA ONLY code is changed to Y (yes), only the transaction level data codes will be displayed (see PF4 from the Online Audit Trail Inquiry Screen for listing of these codes).
- 11. Select detailed records for a vendor/employee number. Can further limit the search to a Source RD code or a range of Source RD codes. If the TRANS LVL DATA ONLY code is changed to Y (yes), only the transaction level data codes will be displayed (see PF4 from the Online Audit Trail Inquiry Screen for listing of these codes).
- 12. Select detailed records for a specific document number.

Display Codes

Display codes are used to select the type of information that will be shown on the screen and also the order of the columns of information. If at any time you would like to know what types of information are available to be seen, you can select **PF4 – Transaction Codes and/or PF5 – Financial Codes**.

```

DISPLAY CODES  CY SY CC PR LC AC FY LA TC SR  _ _ _ _ _ _ _ _ _ _

(OPTNL) SUBTOTAL  BREAK  CD  __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD  __ VALUE _____ THRU _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                TCODE FCODE                PFKYS                HELP
    
```

You can change the Display Codes or the order of the Display Codes from any On-Line Audit Trail Screen.

Display Codes: PF4 – Transaction Level Data Codes

```

-----TRANSACTION LEVEL DATA CODES-----

SI - SOURCE SYS ID
BN - BATCH NUM
SB - SOURCE SYS ID / BATCH NUM
SN - TRANS SEQ NUM
DN - DOC NUM
TC - TRANS CODE
IR - INPUT RD
SR - SOURCE RD
CR - CERT RD
TS - TIME SUBMIT
DS - DATE SUBMIT
TI - TERMINAL ID
DP - DATE PROCESSED
RS - RUN SEQ NUM
TA * TRANS AMT

WN - WARRANT NUM
VN - VENDOR / EMP NUM
TD - TRANS DESC LINE 1
PN - PAYEE / EMP NAME

* NO SECONDARY SEARCH CRITERIA OR SUBTOTALING ALLOWED

ENTER CODE: CY SY CC PR LC AC FY LA TC SR ___ ___ ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          TCODE FCODE          PFKYS          HELP

```

Display Codes: PF5 – Financial Line Data Codes

```

-----FINANCIAL LINE DATA CODES-----

CY - COA YR
SY - SET-UP YR
CC - COLLOCATION CODE
PR - EXTERNAL PGM
LC - LEDGER CODE
AC - ACCOUNT
AT - ACCOUNT TYPE
FY - FEDERAL YR
LA * LINE AMT
OT - OPEN ITEM / EQUIP TYPE
ON - OPEN ITEM / EQUIP NUM
OI - OPEN ITEM / EQUIP TYPE-NUM
PT - POSTING TYPE
PM - POSTING MONTH
FS - FINANCIAL SOURCE

XY - IEAX SY
XC - IEAX CC
XP - IEAX PR
XL - IEAX LC

LD - LINE DESCRIPTION
UT - USAGE TYPE
CT - COST TYPE
ED - PAY PD END DATE
SS - SOC SEC NUM
BR - BASE RATE
EC - EQUIP CLASS

* NO SECONDARY SEARCH CRITERIA OR SUBTOTALING ALLOWED

ENTER CODE: CY SY CC PR LC AC FY LA TC SR ___ ___ ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          TCODE FCODE          PFKYS          HELP

```

Subtotal Break

When pulling an On-Line Audit Trail, you may want to subtotal by a specific Display Code but, still see the detail. You can subtotal on any of the Display Codes listed in the PF4 and PF5 screen unless it is specifically marked that subtotaling is not allowed (i.e. Line Amount does not allow subtotaling). In the example below, we are subtotaling on account.

```

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR _ _ _ _ _ _ _ _ _ _
(OPTNL) SUBTOTAL BREAK CD AC DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD _ VALUE _ _ _ _ _ THRU _ _ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT TCODE FCODE PFKYS HELP
    
```

RESULTS

ONLINE AUDIT TRAIL										ACTIVITY FOR 01/01/2012 THRU 01/23/2013		
CY	SY	CC	PGM	LC	ACCT	FY	LINE	AMOUNT	TRANS	SRD	PAGE: 1	
2013	2013	20661020	00000	000000000	68515	2012	838,400.00-	520-50	00200			
2013	2013	20661020	00000	000000000	68515	2013	10,000.00-	520-40	20145			
TOTAL FOR AC - 68515							848,400.00-					
2013	2013	20661020	00000	000000000	71000	2012	695,700.00	520-50	00200			
2013	2013	20661020	00000	000000000	71000	2013	17,000.00-	520-50	20111			
TOTAL FOR AC - 71000							678,700.00					

At other times, you may not want to see the detail associated with the subtotals. Simply change the Subtotals Only to “Y”

```

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR _ _ _ _ _ _ _ _ _ _
(OPTNL) SUBTOTAL BREAK CD AC DISPLAY SUBTOTALS ONLY(Y/N) Y
(OPTNL) SECONDARY SEARCH CD _ VALUE _ _ _ _ _ THRU _ _ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT TCODE FCODE PFKYS HELP
    
```

RESULTS

CAUTION: Subtotals include every transaction regardless of posting type.

ONLINE AUDIT TRAIL										ACTIVITY FOR 01/01/2012 THRU 01/23/2013		
CY	SY	CC	PGM	LC	ACCT	FY	LINE	AMOUNT	TRANS	SRD	PAGE: 1	
TOTAL FOR AC - 68515							848,400.00-					
TOTAL FOR AC - 71000							678,700.00					

Secondary Search

Using the Secondary Search allows you to limit the amount of data displayed in AKSAS. You can perform a Secondary Search on any of the Display Codes listed in the “F4” and “F5” screens unless it is specifically marked that the Secondary Search option is not allowed (i.e., Line Amount does not allow Secondary Search).

Some of the most commonly used Display Codes for a Secondary Search are:

1. AC – Account Code Enter a range of account codes (i.e. 73000 thru 73999)
2. PT – Posting Type PT 1 thru 1 gives you Actuals only
3. DP – Date Processed Enter the values as MMDDYYYY
4. TC – Trans Code Enter the values as XXXXX (31010 thru 31012)

The “Thru” values must be equal to or greater than the “From” value.

In the example below, we are applying a Secondary Search by AC – Account code 73200 thru 73999

```

DISPLAY CODES PT SY CC PR LC AC FY LA TC SR _ _ _ _ _ _ _ _ _ _
(OPTNL) SUBTOTAL BREAK CD DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD _ VALUE 73200 THRU 73999
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT TCODE FCODE PFKYS HELP
    
```

RESULTS

ONLINE AUDIT TRAIL						ACTIVITY FOR 01/01/2012 THRU 01/23/2013				
PT	SY	CC	PGM	LC	ACCT	FY	LINE	AMOUNT	TRANS	SRD
01	2013	20661020	00000	00000000	73899	2012		373.32	430-55	00250
01	2013	20661020	00000	00000000	73899	2012		227.05	430-55	00250
01	2013	20661020	00000	00000000	73899	2012		308.99	430-55	00250
01	2013	20661020	00000	00000000	73899	2012		2,054.43	430-55	00250
01	2013	20661020	00000	00000000	73899	2012		1,274.35	430-55	00250

Walk-Thru Examples

Finding transactions for CCs 02400210 thru 02400240 with any ledger code and using the default display codes.

```

ONLINE AUDIT TRAIL                ACTIVITY FOR:MM/DD/YY   THRU MM/DD/YY

X COA YYYY SETUP YR  YYYY  CC 02400210 THRU 02400240 LC _____ THRU 99999999
_ COA YYYY ACCOUNT _____ SY YYYY   CC _____ THRU 99999999
_ COA YYYY ACCT TYP  ___   CC _____ THRU 99999999 AC _____ THRU 99999
_ COA YYYY          _____ LC _____ THRU 99999999 CC _____ THRU 99999999

_ COA YYYY SRCE RD   _____ CC _____ THRU 99999999 LC _____ THRU 99999999
_ COA YYYY TRANS CD  _____ CC _____ THRU 99999999 LC _____ THRU 99999999
_ COA YYYY OI/EQ TYPE ___ NUM _____ THRU 99999999
_ COA YYYY ENT TYPE  ___ NUM _____ TY/SY YYYY THRU SY YYYY

_ SOURCE RD CODE _____ RSN _____ THRU RSN 99999   TRANS LVL DATA ONLY N
_ INPUT RD CODE  _____ RSN _____ THRU RSN 99999   TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM _____ SRD _____ THRU SRD 99999   TRANS LVL DATA ONLY N
_ SYS ID AA BATCH _____ SEQ _____ THRU SEQ 9999   TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR _ _ _ _ _ _ _ _ _ _

(OPTNL) SUBTOTAL BREAK CD _ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD _ VALUE _____ THRU _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT                TCODE FCODE                PFKYS                HELP
    
```

- Press the “ENTER” Key.

```

ONLINE AUDIT TRAIL                ACTIVITY FOR 01/01/2012 THRU 01/23/2013
                                     PAGE: 1
CY  SY  CC  PGM  LC  ACCT  FY  LINE AMOUNT  TRANS  SRD
----
2013 2013 02400210 00000 00000000 10603 2012          532.40 310-55 02620
2013 2013 02400210 00000 00000000 10603 2012          116.80 310-55 02620
2013 2013 02400210 00000 00000000 10603 2013          532.40- 310-12 02624
2013 2013 02400210 00000 00000000 10603 2013          116.80- 310-12 02624
2013 2013 02400210 00000 00000000 59015 2012        13,687.00- 430-40 01240
2013 2013 02400210 00000 00000000 59020 2012        59,122.34- 430-11 02145
2013 2013 02400210 00000 00000000 59020 2013          722.14- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013          801.52- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013          385.27- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013         1,133.04- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013         1,882.35- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013          265.90- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013         8,883.51- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013         2,404.87- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013          442.16- 430-40 02151
2013 2013 02400210 00000 00000000 59020 2013         6,965.37- 430-40 02151
CY SY CC PR LC AC FY LA TC SR _ _ _ _ _ _ _ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT PGUP PGDN TCODE FCODE RERUN                PFKYS LEFT RIGHT HELP
    
```

Finding expenditure account transactions for CCs 25000230 thru 25000250 with account codes 74000 thru 74999. Change display codes to include warrant number, date processed and posting type.

```

ONLINE AUDIT TRAIL                ACTIVITY FOR: 01/01/2012 THRU 01/23/2013
_ COA YYYY SETUP YR YYYY  CC _____ THRU 99999999  LC _____ THRU 99999999
_ COA YYYY ACCOUNT _____ SY YYYY  CC _____ THRU 99999999
X COA YYYY ACCT TYP EX   CC 25000230 THRU 25000250  AC 74000  THRU 74999
_ COA YYYY                LC _____ THRU 99999999  CC _____ THRU 99999999

_ COA YYYY SRCE RD _____ CC _____ THRU 99999999  LC _____ THRU 99999999
_ COA YYYY TRANS CD _____ CC _____ THRU 99999999  LC _____ THRU 99999999
_ COA YYYY OI/EQ TYPE  _ NUM _____ THRU 99999999
_ COA YYYY ENT TYPE   _ NUM _____ TY/SY YYYY THRU SY YYYY

_ SOURCE RD CODE _____ RSN _____ THRU RSN 99999  TRANS LVL DATA ONLY N
_ INPUT RD CODE _____ RSN _____ THRU RSN 99999  TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM _____ SRD _____ THRU SRD 99999  TRANS LVL DATA ONLY N
_ SYS ID AA BATCH _____ SEQ _____ THRU SEQ 9999  TRANS LVL DATA ONLY N

DISPLAY CODES WN SY CC DP LC AC PT LA TC SR _ _ _ _ _ _ _ _ _ _
(OPTNL) SUBTOTAL BREAK CD _ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD _ VALUE _____ THRU _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT                TCODE FCODE                PFKYS                HELP
    
```

- Press the “ENTER” Key

```

*** MAX NUMBER RECS BYPASSED - PF3 TO CONTINUE ***
ONLINE AUDIT TRAIL                ACTIVITY FOR 01/01/2012 THRU 01/23/2013
                                     PAGE: 2
WARRANT SY    CC    PROCESSED    LC    ACCT PT    LINE AMOUNT    TRANS S
-----
02951122 2013 25000236 11/28/2012 34000870 74701 01          33.00 310-55 24
02863364 2013 25000236 10/02/2012 34000870 74752 01          24.98 310-55 24
02947391 2013 25000236 11/23/2012 34000870 74752 01          33.18 310-55 24
02947394 2013 25000236 11/23/2012 34000870 74752 01          11.97 310-55 24
02860078 2013 25000236 10/02/2012 34000870 74754 01          22.26 310-55 24
02870225 2013 25000236 10/02/2012 34000870 74754 01           7.47 310-55 24
02863365 2013 25000236 10/02/2012 34000870 74759 01         257.86 310-55 24
02880486 2013 25000236 10/02/2012 34000870 74759 01          45.48 310-55 24
02952355 2013 25000236 11/29/2012 34000870 74759 01         426.18 310-55 24
02952364 2013 25000236 11/29/2012 34000870 74759 01          932.82 310-55 24
02957996 2013 25000236 12/04/2012 34000870 74759 01          45.42 310-55 24
00000000 2013 25000236 12/06/2012 34000870 74759 01        1,404.42- 430-10 24

WN SY CC DP LC AC PT LA TC SR _ _ _ _ _ _ _ _ _ _ NEXT->
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT PGUP PGDN TCODE FCODE RERUN                PFKYS LEFT RIGHT HELP
    
```

Notice * MAX NUMBER RECS BYPASSED – PF3 TO CONTINUE *****

AKSAS is sorting through all transactions to show the selected criteria. Press “PF3” to display more data. AKSAS sorts first by Collocation Code then by account number. You cannot change this order.

ONLINE AUDIT TRAIL							ACTIVITY FOR 01/01/2012 THRU 01/23/2013				
WARRANT	SY	CC	PROCESSED	LC	ACCT PT	LINE AMOUNT	PAGE:	TRANS	S		
02951122	2013	25000236	11/28/2012	34000870	74701 01	33.00	2	310-55	24		
02863364	2013	25000236	10/02/2012	34000870	74752 01	24.98		310-55	24		
02947391	2013	25000236	11/23/2012	34000870	74752 01	33.18		310-55	24		
02947394	2013	25000236	11/23/2012	34000870	74752 01	11.97		310-55	24		
02860078	2013	25000236	10/02/2012	34000870	74754 01	22.26		310-55	24		
02870225	2013	25000236	10/02/2012	34000870	74754 01	7.47		310-55	24		
02863365	2013	25000236	10/02/2012	34000870	74759 01	257.86		310-55	24		
02880486	2013	25000236	10/02/2012	34000870	74759 01	45.48		310-55	24		
02952355	2013	25000236	11/29/2012	34000870	74759 01	426.18		310-55	24		
02952364	2013	25000236	11/29/2012	34000870	74759 01	932.82		310-55	24		
02957996	2013	25000236	12/04/2012	34000870	74759 01	45.42		310-55	24		
00000000	2013	25000236	12/06/2012	34000870	74759 01	1,404.42		430-10	24		
00000000	2013	25000237	10/12/2012	34000821	74000 07	20,000.00		520-23	24		
25007972	2013	25000237	10/23/2012	34000821	74229 01	39.57		310-10	24		
02876016	2013	25000237	10/01/2012	34000821	74691 01	63.25		310-55	24		
02915877	2013	25000237	10/22/2012	34000821	74691 01	130.36		310-55	24		
WN SY CC DP LC AC PT LA TC SR								NEXT->			
Enter-PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
CONT	QUIT	PGUP	PGDN	TCODE	FCODE	RERUN	PFKYS	LEFT	RIGHT	HELP	

Change your Display Codes to the following: **DO NOT** press “ENTER”

- PM – Posting Month
- LA – Line Amount
- CC – Collocation Code
- AC – Account Code
- PT – Posting Type
- WN – Warrant Number

Once you have entered the new codes, press the “PF6” Key to **RERUN** or refresh the screen you are currently on.

If you do press “ENTER” by mistake, it will simply take you back out to the On Line Audit Trail main screen and you will have to “ENTER” again to get back to where you are now. If you have scrolled through several pages of data to get to the information you want, and you want to change the display codes, it is much quicker to learn to use PF6 - rerun to change the display. Below is an example of a “Refreshed” page using the new Display Codes:

ONLINE AUDIT TRAIL		ACTIVITY FOR 01/01/2012 THRU 01/23/2013			
PM	LINE AMOUNT	CC	ACCT	PT	WARRANT
04	5,600.00	25000236	74000	07	00000000
05	60.98	25000236	74485	01	02939936
04	5.49	25000236	74490	01	02863360
04	86.50	25000236	74611	01	02893731
04	410.00	25000236	74691	01	02849216
04	240.00	25000236	74700	01	02843622
05	17.50	25000236	74700	01	02939933
05	377.00	25000236	74700	01	02941507
05	314.40	25000236	74700	01	02938411
05	38.30	25000236	74700	01	02951119
06	810.00	25000236	74700	01	02958069
06	13.53	25000236	74700	01	02958071
04	104.00	25000236	74701	01	02853133
05	76.45	25000236	74701	01	02939931
05	102.40	25000236	74701	01	02949600
05	49.64	25000236	74701	01	02951121

PM LA CC AC PT WN
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 CONT QUIT PGUP PGDN TCODE FCODE RERUN PFKYS LEFT RIGHT HELP

Using Secondary Search Codes to limit the data displayed by transaction codes (TC) 31010 thru 31055. Do not use the dash in the value fields. Also change the Display Codes to PN, SY, CC, WN, AC, FY, LA, TC, SR

```

ONLINE AUDIT TRAIL                ACTIVITY FOR: 01/01/2012 THRU 01/23/2013
_ COA YYYY SETUP YR YYYY CC _____ THRU 99999999 LC _____ THRU 99999999
_ COA YYYY ACCOUNT _____ SY YYYY CC _____ THRU 99999999
X COA YYYY ACCT TYP EX CC 25000230 THRU 25000250 AC 74000 THRU 74999
_ COA YYYY LC _____ THRU 99999999 CC _____ THRU 99999999

_ COA YYYY SRCE RD _____ CC _____ THRU 99999999 LC _____ THRU 99999999
_ COA YYYY TRANS CD _____ CC _____ THRU 99999999 LC _____ THRU 99999999
_ COA YYYY OI/EQ TYPE _____ NUM _____ THRU 99999999
_ COA YYYY ENT TYPE _____ NUM _____ TY/SY YYYY THRU SY YYYY

_ SOURCE RD CODE _____ RSN _____ THRU RSN 99999 TRANS LVL DATA ONLY N
_ INPUT RD CODE _____ RSN _____ THRU RSN 99999 TRANS LVL DATA ONLY N
_ VENDOR/EMP NUM _____ SRD _____ THRU SRD 99999 TRANS LVL DATA ONLY N
_ SYS ID AA BATCH _____ SEQ _____ THRU SEQ 9999 TRANS LVL DATA ONLY N

DISPLAY CODES CY SY CC PR LC AC FY LA TC SR _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
(OPTNL) SUBTOTAL BREAK CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD TC VALUE 31010_____ THRU 31055_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT TCODE FCODE PFKYS HELP
    
```

```

*** MAX NUMBER RECS BYPASSED - PF3 TO CONTINUE ***
ONLINE AUDIT TRAIL                ACTIVITY FOR 01/01/2012 THRU 01/23/2013
                                     PAGE: 2
PAYEE/EMPLOYEE NAME              SY    CC    WARRANT ACCT FY
-----
GENUINE PARTS CO                  2013 25000236 02863364 74752 2012
GENUINE PARTS CO                  2013 25000236 02947391 74752 2013
WALMART FAIRBANKS #2722          2013 25000236 02947394 74752 2013
HOME DEPOT - 1303                 2013 25000236 02860078 74754 2012
HOME DEPOT - 1303                 2013 25000236 02870225 74754 2012
LOWES COMPANIES INC               2013 25000236 02863365 74759 2012
ALASKA INDUSTRIAL HARDWARE INC   2013 25000236 02880486 74759 2012
HMH PAINT & GLASS INC              2013 25000236 02952355 74759 2013
HMH PAINT & GLASS INC              2013 25000236 02952364 74759 2013
HMH PAINT & GLASS INC              2013 25000236 02957996 74759 2013

PN SY CC WN AC FY LA TC SR _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ NEXT->
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT PGUP PGDN TCODE FCODE RERUN PFKYS LEFT RIGHT HELP
    
```

There are many transactions within the expenditure account codes, but by using the Secondary Search, AKSAS is now only displaying payments made by transaction codes 31010 through 31055.

Commonly used Secondary Search options**Search code PT**

Limits results to only transactions with posting type 01 – actuals.

```
(OPTNL) SUBTOTAL BREAK CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD PT VALUE 01_____ THRU 01_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT TCODE FCODE PFKYS HELP
```

Search code DP

You can limit the transactions that display by date processed.

```
(OPTNL) SUBTOTAL BREAK CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD DP VALUE MMDDYYYY_____ THRU MMDDYYYY_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT TCODE FCODE PFKYS HELP
```

Search code PM

You can limit transactions that display by posting month.

```
(OPTNL) SUBTOTAL BREAK CD __ DISPLAY SUBTOTALS ONLY(Y/N) N
(OPTNL) SECONDARY SEARCH CD PM VALUE 01_____ THRU 03_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT TCODE FCODE PFKYS HELP
```

CHAPTER 9: Hard Copy Reports

GOALS AND OBJECTIVES	92
CONVERT ON-LINE TO HARD COPY.....	92

Goals and Objectives

After you complete this chapter, you will understand:

- How to convert an On-Line Report to a Hard Copy Report

Convert On-Line to Hard Copy

- From the AKSAS Main Menu type RR to go to the Report Request Maintenance screen.

```

RD:                ALASKA STATEWIDE ACCOUNTING SYSTEM          MM/DD/YY
                   MAIN MENU                                TERM ID: X20W

SELECTION==> RR ←-----

-----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
DI  REQUEST AKSAS INTERFACE
AP  AUTOMATED PAYMENT SYSTEM

--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE  EASYTRAN RECORD MAINTENANCE
SP  USER PASSWORD MAINTENANCE
TP  THIRD PARTY BILLING

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

```

At the Report Request Maintenance Menu Screen:

- Next to Add Report Request, type the Report Request ID – B60001
- Next to Copy Report Request, type 183189
- Press the “ENTER” Key.

```

RR:  REPORT REQUEST MAINTENANCE

      ADD REPORT REQUEST.....REPORT ID B60001
      CHANGE REPORT REQUEST.....REQUEST NUMBER _____
      COPY REPORT REQUEST.....REQUEST NUMBER 183189 COPY RD(Y/N) N

```

1. → (points to B60001)

2. → (points to 183189)

Note: If you are not authorized to create Hard Copy Reports, you will get error code 8042 User Not Authorized for this Report ID at the top of your screen.

Remember the 3 General Rules?

- Make the following changes to the Report Distribution Screen:
 - Change the End Date to today's date

Appendix

STANDARD AKSAS MANAGEMENT REPORTS – RD 99990.....	96
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ANSWER – EXERCISE #1 Chapter 7.....	97

Standard AKSAS Management Reports – RD 99990

New Report #	Report Title	Report Description	Default Parameters	Absolute or Relative?	Column 1	Column 2	Column 3	Column 4	Column 5
Month End Reports									
218754	Month End Expenditure Report by XL	Month End Expenditure Report by XL	AR/XL/EX	Relative	Net Auth at Mo End	Exp at Mo End	Encumb at Mo End	Unobl Bal at Mo End	
218755	Month End Expenditure Report by acct	Month End Expenditure Report by acct	AR/AC/EX	Relative	Prior Month Exp	YTD Exp at Mo End	ITD Exp at Mo End		
218756	Month End Collection Report by acct	Month End Collection Report by acct	AR/AC/RR	Relative	Rev Est at Mo End	Restricted	Receipt at Mo End	To Collect at Mo End	
ITD Reports									
218583	ITD Net Authorization Balance Report	ITD Net Authorization Balance Report	AR/AC/EX	Relative	Orig Auth	Revised Programs	Net Auth		
218584	ITD Unobligated Balance Report	ITD Unobligated Balance Report	AR/CC/EX	Absolute	Net Auth	Exp + EN	Unobligated Total		
218585	ITD Total Obligated Report	ITD Total Obligated Report	AR/AC/EX	Absolute	Exp	Encumb	Obligated Net		
218586	ITD Authorization Restriction Report	ITD Authorization Restriction Report	AR/CC/EX	Relative	Authorized	Restricted	Authorized		
218587	ITD Authorization Balance by cc/acct	ITD Authorization Balance by cc/acct	AR/XL/EX	Relative	Net Auth	Expnd	Encumb	Unobligated Balance	
218757	ITD Authorization Balance by cc	ITD Authorization Balance by Collocation Code	AR/CC/EX	Relative	Net Auth	Expnd	Encumb	Unobligated Balance	
218588	ITD Authorization Balance by acct	ITD Authorization Balance by acct	AR/AC/EX	Absolute	Net Auth	Expnd	Encumb	Unobligated Balance	
218589	ITD Obligation Report	ITD Obligation Report	AR/XL/EX	Relative	Net Auth	Expnd	Encumb		
218590	ITD Expenditure Report	ITD Expenditure Report	AR/AC/EX	Relative	Net Auth	Expnd	Balance		
218758	ITD Authorization Balance in Thousands	ITD Authorization Balance in Thousands	AR/AC/EX	Relative	Auth Current Mo	Rest YTD	Expnd	Encumb	Unobligated Balance
218759	ITD, YTD, Monthly Expenditures	ITD, YTD, Monthly Expenditures	AR/AC/EX	Relative	Expnd Monthly	Expnd YTD	ITD Expnd		
218760	ITD, YTD, Monthly Receipts	ITD, YTD, Monthly Restricted Receipts	AR/AC/RR	Relative	Revenue Estimate	YTD Receipts	ITD Receipts		
218591	ITD Revenue Collection Report	ITD Revenue Collection Report	AR/CC/RR	Relative	Revenue Estimate	Actual Collection	Uncollected Revenue		
218761	ITD Revenue Balance Report	ITD Revenue Balance Report	AR/AC/RR	Relative	Revenue Estimate	Deferrals	Receipts	Remaining Estimate	
218593	ITD Fund Liabilities Balance	ITD Fund Liabilities Balance	FU/XL/LI	Absolute	Balances to Date				
218594	ITD and Current Month Obligation Report	ITD and Current Month Obligations(Exp + Enc)	AR/AC/EX	Relative	ITD Exp / EN	Current Month Exp			
YTD Reports									
218693	YTD Authorized, Expended, Balance Report	YTD Authorized, Expended, Balance Report	AR/LC/EX	Relative	Unrestricted Auth	YTD Exp to Current Mo	Available Balance		
218694	PY Expenditures and Encumbrances for Jul-Jun of CY	PY Exp and Encumbrances for Jul-Jun of CY	AR/AC/EX	Absolute	PY Cum Exp in CY	PY Cum Enc in CY	PY Cum Total in CY		
218695	YTD Cumulative Prior Year Expenditures/Encumb	YTD Cumulative PY Expenditures/Encumb	AR/AC/EX	Absolute	Cumulative Expnd	Cumulative Encumb	Total		
218697	YTD Cumulative Prior Year Expenditures and Encumb	YTD Cumulative PY Expenditures and Encumb	AR/NL/EX	Absolute Relative and Absolute	YTD Mo18 Auth	YTD Mo18 Actuals	YTD Mo18 Encumb		
218699	YTD Revenue Balance, Month ending 8/31	YTD Revenue Balance, Month ending 8/31	AR/AC/RR	Absolute	Net Auth Revenue	Amount Collected	Uncollected Balances		
218700	YTD Current Month Obligations (Exp and Enc)	YTD Current Month Obligations (Exp and Enc)	AR/NL/EX	Relative	YTD Exp/Enc	Current Mo Exp/Enc			
Quarterly Reports									
218704	YTD Total Obligated Report by Quarters	YTD Total Obligated Report by Quarters	AR/NL/EX	Absolute	1st Qtr Exp/Enc	2nd Qtr Exp/Enc	3rd Qtr Exp/Enc	4th Qtr Exp/Enc	
218705	1st Quarter Total Obligated Report by Month	1st Quarter Total Obligated Report by Month	AR/NL/EX	Absolute	Jul PM1	Aug PM2	Sep PM3	1st Qtr Exp/Enc	
218706	2nd Quarter Total Obligated Report by Month	2nd Quarter Total Obligated Report by Month	AR/NL/EX	Absolute	Oct PM4	Nov PM5	Dec PM6	2nd Qtr Exp/Enc	
218707	3rd Quarter Total Obligated Report by Month	3rd Quarter Total Obligated Report by Month	AR/NL/EX	Absolute	Jan PM7	Feb PM8	Mar PM9	3rd Qtr Exp/Enc	
218708	4th Quarter Total Obligated Report by Month	4th Quarter Total Obligated Report by Month	AR/NL/EX	Absolute	Apr PM10	May PM11	Jun PM12	4th Qtr Exp/Enc	
218709	YTD Expenditure Report by Quarters	YTD Expenditure Report by Quarters	AR/CC/EX	Absolute	Qtr1 Spent	Qtr2 Spent	Qtr3 Spent	Qtr4 Spent	
218711	Expenditure Report - 4th Qtr / Reapp. period	Expenditure Report - 4th Qtr / Reapp. period	AR/CC/EX	Absolute	Qtr4 Spent	Reapp Spent			
218712	1st Quarter Expenditure Report by Month	1st Quarter Expenditure Report by Month	CC/AC/EX	Absolute	Jul PM1	Aug PM2	Sep PM3	Qtr 1 Total	
218713	2nd Quarter Expenditure Report by Month	2nd Quarter Expenditure Report by Month	CC/AC/EX	Absolute	Oct PM4	Nov PM5	Dec PM6	Qtr 2 Total	
218714	3rd Quarter Expenditure Report by Month	3rd Quarter Expenditure Report by Month	CC/AC/EX	Absolute	Jan PM7	Feb PM8	Mar PM9	Qtr 3 Total	
218715	4th Quarter Expenditure Report by Month	4th Quarter Expenditure Report by Month	CC/AC/EX	Absolute	Apr PM10	May PM11	Jun PM12	Qtr 4 Total	

New Report #	Report Title	Report Description	Default Parameters	Absolute or Relative?	Column 1	Column 2	Column 3	Column 4	Column 5
Monthly Reports									
218601	Monthly ITD Expended & Encumbered for July	Expended & Encumbered July - CY	AR/NL/EX	Absolute	July Monthly	July Monthly	July Monthly Total		
218602	Monthly ITD Expended & Encumbered for August	Expended & Encumbered Aug - CY	AR/NL/EX	Absolute	August Monthly	August Monthly	August Monthly Total		
218603	Monthly ITD Expended & Encumbered for September	Expended & Encumbered Sep - CY	AR/NL/EX	Absolute	September Monthly	September Monthly	September Monthly Total		
218604	Monthly ITD Expended & Encumbered for October	Expended & Encumbered Oct - CY	AR/NL/EX	Absolute	October Monthly	October Monthly	October Monthly Total		
218605	Monthly ITD Expended & Encumbered for November	Expended & Encumbered Nov - CY	AR/NL/EX	Absolute	November Monthly	November Monthly	November Monthly Total		
218606	Monthly ITD Expended & Encumbered for December	Expended & Encumbered Dec - CY	AR/NL/EX	Absolute	December Monthly	December Monthly	December Monthly Total		
218607	Monthly ITD Expended & Encumbered for January	Expended & Encumbered Jan - CY	AR/NL/EX	Absolute	January Monthly	January Monthly	January Monthly Total		
218608	Monthly ITD Expended & Encumbered for February	Expended & Encumbered Feb - CY	AR/NL/EX	Absolute	February Monthly	February Monthly	February Monthly Total		
218609	Monthly ITD Expended & Encumbered for March	Expended & Encumbered Mar - CY	AR/NL/EX	Absolute	March Monthly	March Monthly	March Monthly Total		
218610	Monthly ITD Expended & Encumbered for April	Expended & Encumbered Apr - CY	AR/NL/EX	Absolute	April Monthly	April Monthly	April Monthly Total		
218611	Monthly ITD Expended & Encumbered for May	Expended & Encumbered May - CY	AR/NL/EX	Absolute	May Monthly	May Monthly	May Monthly Total		
218612	Monthly ITD Expended & Encumbered for June	Expended & Encumbered Jun - CY	AR/NL/EX	Absolute	June Monthly	June Monthly	June Monthly Total		
218613	Monthly ITD Expended & Encumbered for July	Expended & Encumbered Jul - PY	AR/NL/EX	Absolute	July PY Expended	July PY Encumbered	July Ex/En Total		
218614	Monthly ITD Expended & Encumbered for August	Expended & Encumbered Aug - PY	AR/NL/EX	Absolute	August PY Expended	August PY Encumbered	August Ex/En Total		
218615	Monthly ITD Expended & Encumbered for July & August	Expended & Encumbered Jul & Aug - PY	AR/NL/EX	Absolute and Relative	July PY Expended	August PY Expended	Jul/Aug PY Expended		
Other Reports									
218617	Monthly, YTD & ITD expended	Monthly, YTD & ITD expended	AR/AC/EX	Relative	Monthly Expended Net	YTD Expended Month B4	ITD Expended Last Month		
218618	Last month, ITD & % of authorized expended	Exp by month & ITD - ITD as % of authorization	AR/AC/EX	Relative	Authorized CY ITD Expended	PY YTD Expended	ITD Expended	Last Month Expended CY (COA)	ITD Expended Total
218619	Exp CY & PY (COA) & Tot Exp for Continuing AR	CY & PY Expended for Continuing ARs	AR/AC/EX	Relative	ITD Expended				
218620	ITD Encumbered	ITD Encumbered	AR/XL/EX	Relative	Encumbered ITD				
218621	ITD & YTD expended for Petty Cash	ITD & YTD expended for Petty Cash	PJ/XL/AS	Relative	Expended Month-To-Date	YTD Expended Year-To-Date	ITD Expended Incept-To-Date		
218622	Monthly, YTD & ITD expended for Payroll Suspense	Payroll Suspense Liabilities	CC/AC/EX	Relative	Month-To-Date	Year-To-Date	Expended Incept-To-Date		
218624	Monthly, YTD & ITD Liabilities for Misc. Rev Suspense	Misc Revenue Suspense	CC/AC/LI	Relative	Month-To-Date	Year-To-Date	Expended Incept-To-Date		

Exercise Answers

ANSWER – EXERCISE #1 Chapter 7

```

IE - ENTITY AND CC/LC INQUIRY - SELECTION

ENTITY INQUIRY (Enter the following data and select inquiry type)
  ENTITY TYPE GR ENTITY NUMBER ____ COA YR ____ TERM YR ____
  _ ENTITY DETAIL
  _ ENTITY NEXT LOWER LEVEL
  x ENTITY INDENTED STRUCTURE through LOGICAL LEVEL 10
  _ TANAB CALCULATION (AR only)

COLLOCATION CODE/LEDGER CODE INQUIRY
  _ CC/LC DETAIL   CC/LC ____ NUMBER ____ COA YR ____ SET-UP YR ____
  _ CC/LC AUTOCODER CC/LC ____

OTHER INQUIRY
  _ ENTITY DESC SEARCH   ENTITY TYPE ____ DESCRIPTION ____ COA YR ____
  _ DEPT/DIV INQUIRY     DEPT ____ DIV ____ COA YR ____ (all are optional)

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

INDENTED STRUCTURE: 2013 GRANTS 01/24/2013 PAGE: 1

00001	STATE OF ALASKA	TO LEVEL 10						
ENTITY	DESCRIPTION	PL	LL	RPTS TO	SEQ	RANGE	A	
1 00001	STATE OF ALASKA	1	1		1	7298	Y	
2 03000	DEPT. OF ADM-GRANTS	2	10	00001	2	10	Y	
3 06000	DEPT HLTH & SOC SVCS	2	10	00001	11	624	Y	
4 14000	DEPT ADMINISTRATION	2	10	00001	625	625	Y	
5 17000	EDUCATION & EARLY DE	2	10	00001	626	886	Y	
6 22000	COMM, COMM & ECON DEV	2	10	00001	887	901	Y	
7 23000	REVENUE	2	10	00001	902	907	Y	
8 27000	LABOR & WORKFORCE DV	2	10	00001	908	1153	Y	
9 34000	DEPT MIL&VET AFFAIRS	2	10	00001	1154	2006	Y	
10 36000	NATURAL RESOURCES	2	10	00001	2007	3291	Y	
11 41000	FISH & GAME	2	10	00001	3292	5127	Y	
12 46000	DEPT OF LAW	2	10	00001	5128	5166	Y	
13 47000	PUBLIC SAFETY	2	10	00001	5167	5320	Y	
14 48000	ENVIRONMENTAL CONS.	2	10	00001	5321	6789	Y	
15 50000	DEPT OF DOT/PF	2	10	00001	6790	7137	Y	
16 90000	DIVISION OF FINANCE	2	10	00001	7138	7298	Y	

ENTER SELECTION==> __ OR==> NUMBER ____ COA YR ____ TERM YR ____ LEV LIMIT ____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 CONT QUIT PG1 DTAIL PFKYS HELP

RR - I60001 REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER ##### ACTIVE (Y/N) Y
 EFFECTIVE DATES..... START 1_ 21 2009 END 99 99 9999
 FREQUENCY... 99
 DESCRIPTION ADF&G FEDERAL GRANTS - CLASS EXERCISE____
 BUDGETS/ACTUAL_____

DISTRIBUTION RD/MEDIA/DEST CODE/NUMBER OF COPIES/USER ID

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 UPDT QUIT SAVE RFRSH PFKYS HELP

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER.. ##### ACTIVE (Y/N) Y

FISCAL PERIOD CODE C or COA YEAR ____

REPORT TYPE GR NUMBER 41020__ YR ____

SECTION TYPE NL NUMBER ____ YR ____ LEVEL LIMIT __ THIS LEVEL ONLY (Y/N) _
 ACCOUNT TYPE EX
 REPORT DESC ADF&G FEDERAL GRANTS BY NL_____
 REQUEST CLASS __ NUMBER ____

DETAIL/SUMMARY/BOTH (D/S/B) S
 PRINT DECIMAL/CENTS (Y/N) Y
 PRINT COMMAS (Y/N) N
 ROUNDING FACTOR (0-9) _

SECTION LINE TYPES (Y/N)
 ** *E *I C* CE CI P* PE PI
 Y N N N N N N N N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 UPDAT QUIT SAVE PFKYS HELP

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER.. #####          ACTIVE (Y/N) Y

--COLUMN 1 -- --COLUMN 2 -- --COLUMN 3 -- --COLUMN 4 --
PRINT POSITION   1           2           3           -
ABS/REL CODE   A           A           -           -
TIMING PERIOD  YT          YT          -           -
PERIOD NUMBER  18_        18_        -           -
FED FIS YR CODE -          -          -           -
HEADING ONE    YTD TOTAL_  YTD_____  _____  _____
HEADING TWO    BUDGET_____ ACTUALS_____ BALANCE_____
CALCULATIONS: PC 1.00_____ + PT 1.00_____ + CL 1.00_____ + _____
CODE/VALUE/OPRTR _____ - _____ - CL 2.00_____ - _____
_____ - _____ - _____ - _____
_____ - _____ - _____ - _____
_____ - _____ - _____ - _____
_____ - _____ - _____ - _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT      SAVE      BASE  VWRPT      PFKYS      HELP
    
```

```

RR - I60001: REPORT REQUEST MAINTENANCE -- ON-LINE MGT RPT REQ

REPORT REQUEST NUMBER.. #####          ACTIVE (Y/N) Y

OPERATOR:  _      SELECT ONLY REPORT LINES WHICH MEET:
                   A = ALL OF THE FOLLOWING CONDITIONS
                   O = ANY OF THE FOLLOWING CONDITIONS

COLUMN  RELATION  ID CODE      ID VALUE      RELATION CODES:
-----  -
_         _         _         _____      GT = GREATER THAN
_         _         _         _____      GE = GREATER OR EQUAL
_         _         _         _____      LT = LESS THAN
_         _         _         _____      LE = LESS OR EQUAL
_         _         _         _____      EQ = EQUAL TO
_         _         _         _____      NE = NOT EQUAL TO
_         _         _         _____
_         _         _         _____      ID CODES:
_         _         _         _____      CO = CONSTANT
_         _         _         _____      CL = COLUMN

SUPPRESS ZERO LINES (Y/N) _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDAT QUIT      SAVE      BASE  VWRPT      PFKYS      HELP
    
```

ADF&G EXERCISE RRN: RSN:08277 01/23/2013

GRANT EXPENDITURES BY NEXT LOWER LEVEL

41020-20 US DEPT OF INTERIOR ORIG:85 LEVEL 20

COA:2013

ENTITY NUMBER - DESCRIPTION	TOTAL AUTH	YTD ACTUAL	BALANCE
** 41020 US DEPT OF INTERIOR	51,112,712	21,973,861	29,138,851
** 41034 MINOR GRANTS DOI	6,016,992	2,340,492	3,676,499
** 41035 MAJOR GRANTS DOI	45,095,721	19,633,369	25,462,352

FOR NEXT SECTION ENTER==> NUMBER _____ YEAR _____ LEVEL LIMIT _____

```

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

```

MANAGEMENT REPORTING MENU
REPORT REQUEST NUMBER ##### FISCAL PERIOD CODE C or COA YEAR ____ AIH900M0

REPORT GR GRANT NUM 41020__ YR ____ US DEPT OF INTERIOR
SECTION NL NEXT LOWER LEVEL NUM 70000__ YR ____ TOTAL EXPENDITURES
ACCOUNT EX EXPENDITURES LOG LEVEL __ ONLY(Y/N) _

DETAIL/SUMMARY/BOTH (D/S/B) S
PRINT DECIMAL/CENTS (Y/N) Y
PRINT COMMAS (Y/N) N
ROUNDING FACTOR (0-9) 0

SECTION LINE TYPES (Y/N)
** *E *I C* CE CI P* PE PI
Y N N N N N N N N

-----SELECTION----- REQUEST DATA-----

_ DEPARTMENTAL REPORTS..... DEPT __ DIV __ COA YR ____ (All are optional)
_ MANAGEMENT REPORT LIST.... RD CODE ____ CLASS __ (All are optional)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT IEINQ RFRSH RR IOINQ PFKYS HELP
    
```