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## IF2 - Report Writer - transaction listing

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**IF2 - Report Writer - transaction listing**

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**Before you begin....**

Before you design your report using the IF2 command, take the time to decide how you want your report to look. Use a scratch sheet of paper and pencil. You need to have a good idea of what your report should look like before you start entering the criteria.

<i>Account Number</i>	<i>Description Doc ID PO Number</i>	<i>Month FY Object Code</i>	<i>Reporting Month &amp; Type</i>	<i>Code 1 Value</i>	<i>Amount</i>
14-0220-0075	Payee Doc ID PO number	SEP 92/93 1202	9 DI	Travel 195	100.00-

*What Subtotals do I need?*

*What Totals do I need?*

*What titles do I want?*

## IF2 - Report Writer - transaction listing

### What is a report writer?

A report writer is a tool that can be used to read and select transactions to be included on a report.

The IF2 command gives you the ability to create a report showing exactly what you need. The report you create will read transactions only. If the information you need is current, after fiscal year 96-97 the transaction file the information comes from is called "AQ-Transaction". If the information you need is old, it may be archived. The transaction file the information comes from is called "AQ-Archive-Transaction".

We will proceed through the IF2 command in a step by step, screen by screen fashion, so that you can get a good start on creating your own report.

### Screen 1 - IF2 main screen

This is where you decide what you are going to do.

#### Left side -SELECT OPTION

##### Create

Add a new report, ENTER the name.

##### Select

Edit an existing report. Can be submitted from here as well.

##### Copy

Copy report selected from the right side and copy it to someone else's desk or your own. ENTER the new name. If copy is to your desk, you must rename.

##### Delete

If you do not need this report you may want to delete it. Type the word DELETE.

##### Submit

Go directly to the report submission screen.

```
SCREEN 1
*DEFINE                                REPORT WRITER - IF2                                Year 97 98
Command: IF2      Account: _____ Misc: _____                                Month: FEB
=====
SELECT OPTION:  _                                EXISTING REPORT:  __
A  CREATE  New Report Named _____                                1  AGNES1
B  SELECT & EDIT Existing Report                                2  ALAWSCHOOL
C  COPY    Existing Report                                3  ALLOT CASH
           to Desk: _____                                4  ALO REPORT
           and Name it: _____                                5  AMH UIL
D  DELETE  Existing Report: _____                                6  AMJAD
E  SUBMIT  Existing Report                                7  ANGEL
F  VIEW    Existing Report Description                                8  ANIMAL RESOU
G  ADD to or LIST Owners                                9  ANN
H  List JOBS (waiting to run or finished)                    10 ANNUR#4ALL97
                                                           11 ANOTHER TRAV
                                                           12 APPTS/ACCT
                                                           13 APPTS/ACCT1
                                                           14 APPTS/NAME
                                                           15 APPTS/NAME1
                                                           16 ARL SOA DL

-- 0 UT Austin  ----- Pfl=Options ----- PF8=Exit ----- 2/04/98 11:06 AM --
```

```
SCREEN 1
*DEFINE                                REPORT WRITER - IF2                                Year 97 98
Command: IF2      Account: _____ Misc: _____                                Month: FEB
=====
SELECT OPTION:  _                                EXISTING REPORT:  __
A  CREATE  New Report Named _____                                1  AGNES1
B  SELECT & EDIT Existing Report                                2  ALAWSCHOOL
C  COPY    Existing Report                                3  ALLOT CASH
           to Desk: _____                                4  ALO REPORT
           and Name it: _____                                5  AMH UIL
D  DELETE  Existing Report: _____                                6  AMJAD
E  SUBMIT  Existing Report                                7  ANGEL
F  VIEW    Existing Report Description                                8  ANIMAL RESOU
G  ADD to or LIST Owners                                9  ANN
H  List JOBS (waiting to run or finished)                    10 ANNUR#4ALL97
                                                           11 ANOTHER TRAV
                                                           12 APPTS/ACCT
                                                           13 APPTS/ACCT1
                                                           14 APPTS/NAME
                                                           15 APPTS/NAME1
                                                           16 ARL SOA DL

-- 0 UT Austin  ----- Pfl=Options ----- PF8=Exit ----- 2/04/98 11:06 AM --
```



## IF2 - Report Writer - transaction listing

### Jobs

Screen 1, Option H

View a list of jobs you have submitted that are waiting to run or have finished.

Use this job number when talking to an expert about a problem that occurred with your report. The expert can look at the report in \*UTQA if they are given the job number.

### SCREEN 1

>>ENTER A VALID OPTION OR PRESS ENTER TO PAGE FORWARD

```
Report Writer and Standard Reports jobs
submitted by ACLLM
Mark one:
_ Jobs waiting to run
x Jobs finished
```

```
Jobs submitted by ACLLM finished
```

```
ACNWIF22  3644  SUPPLIES
```

### Right side - EXISTING REPORT

List of reports

This is a list of the reports that have been created from a desk. Reports are created by desks and can only be accessed by people who are assigned to the same desk.

Press ENTER to scroll forward and PF4 to page backward.

Typing a report name or the first letter of the report in "Misc:" will start the list alphabetically from that point.

Type the option in the field "SELECT OPTION:" and your report selection in the field "EXISTING REPORTS:" and press ENTER.

### SCREEN 1

>> Enter a valid option or press Enter to page forward. <<

```
*DEFINE REPORT WRITER - IF2 Year 97 98
Command: IF2 Account: _____ Misc: _____ Month: FEB
```

=====

SELECT OPTION: B

```
A CREATE New Report Named _____
B SELECT & EDIT Existing Report
C COPY Existing Report
to Desk: _____
and Name it: _____
D DELETE Existing Report: _____
E SUBMIT Existing Report
F VIEW Existing Report Description
G ADD to or LIST Owners
H List JOBS (waiting to run or finished)
```

EXISTING REPORT: \_\_

```
1 AGNES1
2 ALAWSCHOOL
3 ALLOT CASH
4 ALO REPORT
5 AMH UIL
6 AMJAD
7 ANGEL
8 ANIMAL RESOU
9 ANN
10 ANNUR#4ALL97
11 ANOTHER TRAV
12 APPTS/ACCT
13 APPTS/ACCT1
14 APPTS/NAME
15 APPTS/NAME1
16 ARL SOA DL
```

-----

```
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/04/98 11:06 AM --
```





## IF2 - Report Writer - transaction listing

### Selection 2 - Account Selection

This selection is required and may not be deleted.

### Views - Inquiry or Administrative

You must provide at least one inquiry or administrative view. Be sure that any account number you would like to report on is in the specified view. You may specify several views. Be aware that if the same account is in two views, the report will pick up the account twice.

Inquiry - is a group of accounts set up in the IF8 command.

Administrative - is a group of accounts set up in the US1 command.

You must be authorized for the views.

### Optional Selection - Unit or Account

Unit - You may choose a unit in the view that you would like to report on. Only the accounts in this unit will be included on the report.

Accounts - You may choose an individual account or a range of accounts to include on the report.

Account Pattern - Masking may be used here. EX:

"14....." will include all of the 14 accounts in Administrative view ACMAST.

### SCREEN 2

```
>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE
*DEFINE                                REPORT WRITER - IF2                                Year: 97 98
Com +-----+
===
Scr |          ACCOUNT INFORMATION          REPORT: SUPPLIES
    |
    | I. Views: Inquiry: _____
    |   Administrative:  ACMAST_ _____
    | II. Optional Selection (more than one may be chosen)
    |   A. Unit/Subunit: _____
    |   B. Accounts
    |     1. Range: _____ thru _____
    |     2. Individual Account or Account Patterns:
    |        14..... _____
    |
    |-----+
    | 'S'ub-transactions Individually
    |   (required for Code fields - Actual)
    |   (required for Month      - Budget)
    |-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/04/98 11:06 AM --
```

## IF2 - Report Writer - transaction listing

### Selection 3 - Date Range Information

This selection is optional.

### Fiscal Year

The fiscal year will default to the fiscal year from the command line. EX: entering 96-97 thru 97-98 will include both fiscal years. In order to search for one year ENTER 97-98 thru 97-98.

### Months

Activity Months - "A" refers to the month in which your department has determined which month they would like to show the transaction as having occurred.

Reconciliation Months - "R" refers to the month in which a transaction was reconciled with the Office of Accounting. ENTER month range as abbreviations.

### Date Range

Document Dates - "D" is the date that the transaction actually occurred.

Entry Dates - "E" is the date the transaction was posted in the Office of Accounting, ENTER date range as MMDDYY format. EX: 020198.

### SCREEN 2

```
>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE
*DEFINE                                REPORT WRITER - IF2                                Year: 97 98
Com +-----+
===
Scr |
    |
    | I.  View
    |     Adm
    | II. Opti
    |     A. U
    |     B. A
    |     1.
    |     2.
    |
    |-----+-----+-----+
    |                                     |
    | DATE RANGE INFORMATION Report: SUPPLIES | ES
    |                                     |
    | Fiscal Years: 97-98 thru _____ |
    |                                     |
    | Months: a                          sep thru jun |
    | 'A'ctivity Months                    |
    | 'R'econciliation Months              |
    |                                     |
    | Date Range: _                        _____ thru _____ |
    | 'D'ocument Dates                    |
    | 'E'ntry Dates                        |
    |                                     |
    |-----+-----+-----+
    |                                     |
    |                                     |
    |-----+-----+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/04/98 11:06 AM --
```

## IF2 - Report Writer - transaction listing

### Selection 4 - Transaction Selection Criteria

You can establish the information you wish to search for from transactions on any of the fields displayed. When masking is available it is noted on the screen as "(masking)". When there is more space available for entering selection criteria a "+" will be in the More column.

### Object Class Code

- ENTER each object class code needed.
- Mask the object codes you need. EX: 14.. will give you all object codes that begin with 14.
- Comp-Group(s) are groups of object codes created in the IF7 command.
- Range of object class codes. EX: 1401 thru 1499.

### Document ID

ENTER each document ID needed.  
Mask the document IDs needed. EX: "..VP2....." will search for VP2 documents.

### Voucher No.

ENTER each voucher number needed.  
Mask the voucher numbers needed. EX: ":L....." will search for Local Funds Vouchers.

### Vendor ID No.

ENTER each vendor ID number needed.  
Mask the vendor ID numbers needed. EX: "1....." will search for a certain type of Vendor.

### Additional Fields Available

Additional fields are displayed on the bottom of the screen. To access these fields "X" the one you would like to see. A pop-up window will appear for you to add selection criteria.

### SCREEN 2

```

+-----+
| TRANSACTION SELECTION CRITERIA          Report:  SUPPLIES          |
|                                                                              |
| Object Class Code (masking) 1...  ___  ___  ___  ___  ___  ___  ___  ___  | More |
| OR  Comp-Group(s)           _____  _____  _____  _____  | +   |
| OR range                    ___  thru  ___  _____  _____  _____  | +   |
|                                                                              |
| Document ID (masking) ..VP1..... ..VP2..... ..VP3.....          | +   |
| OR range                    _____  thru  _____  _____  _____  | +   |
|                                                                              |
| Voucher No. (masking)       _____  _____  _____  _____  | +   |
| OR range                    ___  thru  ___  _____  _____  _____  | +   |
|                                                                              |
| Vendor ID No. (masking)     _____  _____  _____  _____  | +   |
| OR range                    _____  thru  _____  _____  _____  | +   |
|                                                                              |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                               Additional Fields Available                    |
| _ Amount                      _ DTN                                         |
| _ P O Nbr                     _ Description                                  |
| _ Req Nbr                     _ Recon Status                                 |
| _ Tr/Rprtg Type               _ Seq Nbr                                     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

### SCREEN 2

```

+-----+
| TRANSACTION SELECTION CRITERIA          Report:  SUPPLIES          |
|                                                                              |
| Object Class Code (masking) 1...  ___  ___  ___  ___  ___  ___  ___  ___  | More |
| OR  Comp-Group(s)           _____  _____  _____  _____  | +   |
| OR range                    ___  thru  ___  _____  _____  _____  | +   |
|                                                                              |
| Document ID (masking) ..VP1..... ..VP2..... ..VP3.....          | +   |
| OR range                    _____  thru  _____  _____  _____  | +   |
|                                                                              |
| Voucher No. (masking)       _____  _____  _____  _____  | +   |
| OR range                    ___  thru  ___  _____  _____  _____  | +   |
|                                                                              |
| Vendor ID No. (masking)     _____  _____  _____  _____  | +   |
| OR range                    _____  thru  _____  _____  _____  | +   |
|                                                                              |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                               Additional Fields Available                    |
| X Amount                      _ DTN                                         |
| _ P O Nbr                     _ Description                                  |
| _ Req Nbr                     _ Recon Status                                 |
| _ Tr/Rprtg Type               _ Seq Nbr                                     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

## IF2 - Report Writer - transaction listing

### Amount

ENTER an amount range.

### PO Nbr

ENTER each purchase order number needed. Mask the purchase order numbers needed. EX: 2K.... will search for a certain type of purchase order number.

### Req Nbr

ENTER each requisition number needed.  
Mask the requisition numbers needed.

### Transaction Type

ENTER each accounting transaction type needed.  
EX: EX would be some of the Expenditure transactions.

### Reporting Type

ENTER each reporting type needed.

### Dept Trans No - DTN

ENTER a range of DTN numbers.

### Description

Enter a range of descriptions

### Reconciliation Status

Reconciliation is the process of matching your department transaction records to those kept by Accounting. The reconciliation process is similar to the process of balancing your checkbook at the end of each month. Each month you will want to "match up" your transactions with those of accounting's and adjust any discrepancies. Reconciliation status refers to where a particular transaction is within this process.

Blank gives you all transactions.

Note: You can enter combinations. EX: N,R

### Sequence No

Enter a range of sequence numbers. Every reconciled transaction is assigned a sequence number.

### SCREEN 2

>> "F"IX, "P"ROMPT, OR "D"ELETE ARE VALID VALUES

```
+-----+
|                                     |
|                                     |
| ADDITIONAL FIELDS                   | Report:  SUPPLIES
|                                     |
| Amount  0000000000000.00 through  | 0000000000000.00  More
|                                     | +
| P O Nbr (masking) _____      | +
| OR range _____ thru _____  |
|                                     |
| Req Nbr (masking) _____      | +
| OR range _____ thru _____  |
|                                     |
| Transaction Type _____         |
| -----                             |
| - Reporting Type _____         |
|                                     |
| Dept Trans No.(1) (DTN (1)) _____ thru _____
|                                     |
| Description _____ thru _____|
|                                     |
+-----+
```

### SCREEN 2

>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE

```
+-----+
|                                     |
| TRANSACTION SELECTION CRITERIA     | Report:  SUPPLIES
|                                     |
|                                     |
| TRANSACTION FIELD RANGES           |
|                                     |
| Reconciliation Status:  _ _ Possible values:
|                                     |   N Not yet reconciled
|                                     |   R Reconciled but month is
|                                     |     still open
|                                     |   C Reconciled but month has been
|                                     |     closed
|                                     |   X Non-reconcilable
|                                     |
| Sequence No.: _____ thru _____
|                                     |
| -                                     |
| _ Tr/Rprtg Type x Seq Nbr          |
|                                     |
+-----+
```

## IF2 - Report Writer - transaction listing

### Selection 5 - Code Field Ranges

You can establish a code range for your report. If the report to be created will contain only certain code values within a code field you will need to declare the range, otherwise all values will be included in the report.

This screen is optional so leaving it blank will broaden the search range.

You may view your coding scheme by typing a "?" in any of the field range blanks.

Adding any value in the first part of the \_\_\_\_\_thru \_\_\_\_\_ section will give you only that code value.

Entering a value in the second part will give you all values up to that one.

### Screen 3 - Field Selection

This is where you choose which fields you may want to include in your report. This will give you a pool of fields from which you can select (Screen 4, Report Type, Transaction Detail Line) to be included in your report. You may select up to 24 fields.

Note: It is a good idea to select as few choices as possible and to build up if needed. Avoid selecting more than 10 choices. You may add to the list at any time.

Press the PF5 key to continue your choices.

### SCREEN 2

>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE

	CODE FIELD RANGE OR GROUP		Report: SUPPLIES	
	RANGE	OR	CODE GROUP(S)	
Code 1	___ thru ___		_____	_____
Code 2	___ thru ___		_____	_____
Code 3	_____ thru _____		_____	_____
Code 4	_____ thru _____		_____	_____
Code 5	_____ thru _____		_____	_____
Code 6	_____ thru _____		_____	_____
Tag A	_ thru _		_____	_____
Tag B	_ thru _		_____	_____

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/04/98 11:06 AM --

### SCREEN 3

>> Mark the fields to use in formatting your report. <<

\*DEFINE REPORT WRITER - IF2 Year: 97 98  
Command: IF2 Account: \_\_\_\_\_ Misc: \_\_\_\_\_ Month: FEB  
=====

Screen 3: FIELD SELECTION Report Name: SUPPLIES Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).  
A maximum of 24 fields may be selected. Currently 10 fields are selected.

1	X	Acct Nbr	ACCOUNT NUMBER
2	X	Activ Month	ACTIVITY MONTH
3	X	Amount	AMOUNT
4	_	Begin Bal	STARTING MONTH BEGINNING BALANCE
5	_	Bdg Category	BUDGET CATEGORY
6	_	Bd Cat Ab Tl	BUDGET CATEGORY ABBREVIATION TITLE
7	_	Budget Group	BUDGET GROUP
8	_	Bud Grp Titl	BUDGET GROUP TITLE
9	_	Code 1 Group	CODE 1 GROUP
10	_	Code 1 Title	CODE 1 TITLE

PF4 <-- Page back Page forward --> PF5

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/05/98 01:49 PM --

## IF2 - Report Writer - transaction listing

### Screen 3 - Field Selection (Continued)

Press PF4 to page back to screen before. PF5 to continue forward.

### SCREEN 3

```
>> Mark the fields to use in formatting your report. <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: SUPPLIES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 10 fields are selected.

      11  _  Code 1 Value  CODE 1 VALUE
      12  _  Code 2 Group  CODE 2 GROUP
      13  _  Code 2 Title  CODE 2 TITLE
      14  _  Code 2 Value  CODE 2 VALUE
      15  _  Code 3 Group  CODE 3 GROUP
      16  _  Code 3 Title  CODE 3 TITLE
      17  _  Code 3 Value  CODE 3 VALUE
      18  _  Code 4 Group  CODE 4 GROUP
      19  _  Code 4 Title  CODE 4 TITLE
      20  _  Code 4 Value  CODE 4 VALUE

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:00 PM --
```

### Screen 3 - Field Selection (Continued)

Press PF4 to page back to screen before. PF5 to continue forward.

### SCREEN 3

```
>> Mark the fields to use in formatting your report. <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: SUPPLIES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 10 fields are selected.

      21  _  Code 5 Group  CODE 5 GROUP
      22  _  Code 5 Title  CODE 5 TITLE
      23  _  Code 5 Value  CODE 5 VALUE
      24  _  Code 6 Group  CODE 6 GROUP
      25  _  Code 6 Title  CODE 6 TITLE
      26  _  Code 6 Value  CODE 6 VALUE
      27  _  Comment      COMMENT
      28  _  Component    COMPONENT CODE
      29  _  Dept Ac Titl  DEPARTMENTAL ACCOUNT TITLE
      30  X  Descript     DESCRIPTION

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:03 PM --
```

## IF2 - Report Writer - transaction listing

### Screen 3 - Field Selection (Continued)

Press PF4 to page back to screen before. PF5 to continue forward..

### SCREEN 3

```
>> Mark the fields to use in formatting your report. <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: SUPPLIES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 10 fields are selected.

      31  _  Doc Date      DOCUMENT DATE
      32  X  Doc Id       DOCUMENT ID
      33  _  Dtn         DOCUMENT TRANSACTION NUMBER
      34  _  Entry Date   ENTRY DATE
      35  _  Entry User   ENTRY USER
      36  X  Fiscal Year  FISCAL YEAR
      37  _  Inq View Div INQUIRY VIEW DIVISION
      38  _  Inq View Nam INQUIRY VIEW NAME
      39  _  Inq Vw Title INQUIRY VIEW TITLE
      40  _  Money In     MONEY IN

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:04 PM --
```

### Screen 3 - Field Selection (Continued)

Press PF4 to page back to screen before. PF5 to continue forward.

### SCREEN 3

```
>> Mark the fields to use in formatting your report. <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: SUPPLIES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 10 fields are selected.

      41  _  Money Out    MONEY OUT
      42  X  Obj Cl Code  OBJECT CLASS CODE
      43  _  Obj Cl Title OBJECT CLASS CODE TITLE
      44  _  Obj Group    OBJECT GROUP
      45  X  P O Nbr      PURCHASE ORDER NUMBER
      46  X  Post/rec Mon POSTING/RECONCILIATION MONTH
      47  _  Recon Method RECONCILIATION METHOD
      48  _  Recon Status RECONCILIATION STATUS
      49  _  Record Date  RECORD DATE
      50  X  Rprting Type REPORTING TYPE

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:04 PM --
```

## IF2 - Report Writer - transaction listing

### Screen 3 - Field Selection (Continued)

Press PF4 to page back to screen before. PF5 to continue forward.

### SCREEN 3

```
>> Mark the fields to use in formatting your report. <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: SUPPLIES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 10 fields are selected.

      51  _  Rp Typ Title  REPORTING TYPE TITLE
      52  _  Req Nbr      REQUISITION NUMBER
      53  _  Running Subt  RUNNING SUBTOTAL
      54  _  Seq Nbr      SEQUENCE NUMBER
      55  _  Serv Date Be  SERVICE DATE BEGIN
      56  _  Serv Date En  SERVICE DATE END
      57  _  Source Of Tr  SOURCE OF TRANSACTION
      58  _  State Obj Cl  STATE OBJECT/CLASS CODE
      59  _  Tag A        TAG A
      60  _  Tag B        TAG B

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:05 PM --
```

### Screen 3 - Field Selection (Continued)

Press PF4 to page back to screen before. PF5 to continue forward.

### SCREEN 3

```
>> Last page <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: SUPPLIES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 10 fields are selected.

      57  _  Source Of Tr  SOURCE OF TRANSACTION
      58  _  State Obj Cl  STATE OBJECT/CLASS CODE
      59  _  Tag A        TAG A
      60  _  Tag B        TAG B
      61  _  Trans Type   TRANSACTION TYPE ABBREVIATION
      62  _  Tr Typ Title  TRANSACTION TYPE TITLE
      63  _  Unit Subunit  UNIT SUBUNIT
      64  _  Unit Title   UNIT SUBUNIT TITLE
      65  _  Vendor Id    VENDOR ID
      66  _  Voucher      VOUCHER NUMBER

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:06 PM --
```

---

## IF2 - Report Writer - transaction listing

---

### Screen 4 - Format Specification

This is where you begin the design section of your report. Like screen 2, screen 4 contains windows which will require the use of selected characters to open them. When editing an existing report, the letters to the left of the marks will show you the most recent selections for the windows. Since we are creating a new report, these letters are not appearing yet.

#### Report Destination

##### Download

If you do not need a printout of the report each time you run it, Download it. You can use the IF4 command to view the report without wasting paper. This is a good method to use when you do not need all of the detail printed. ENTER a "D" to download.

#### Printer

ENTER a "P" to print the report.

The following screens illustrate the windows needed to format a printed report.

### SCREEN 4

```
>>INDICATE THE KINDS OF FORMATTING DESIRED
*DEFINE          REPORT WRITER - IF2          Year: 97 98
Command: IF2     Account: _____ Misc: _____ Month: APR
=====
Screen 4: FORMAT SPECIFICATION  Report Name: SUPPLIES      Next Screen: 5

      _ Report Destination
        'P'rinter
        'D'download to PC

      _ Headers and Footers (Printed Reports Only)
        'H'header only
        'B'oth Header and Footer

      _ Report Type
        'T'ransaction Listing/Summary
        'C'omparative Analysis

      _ Totals and Subtotals

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:06 PM --
```

## IF2 - Report Writer - transaction listing

### Printer Defaults

Report Destination, Printer, Window 1

This is where you establish printer defaults.

### Portrait or Landscape

"P" or "L" refers to the disposition of the paper. For 8.5 X 11 inch paper Portrait refers to the 8.5 inch side being the top of the page.

For Landscape the 11 inch side will be the top of the page.

### Character size

"L" = Large

"N" = Normal

"S" = Small

### Number of copies

ENTER the number of copies you need or if left blank will default to 1.

### Double Space

ENTER an "X" if you want your report double spaced (a blank line between each line of text).

### Three hole paper

ENTER an "X" if you want holes in your report otherwise leave it blank.

### Special Output Form

You have a choice of getting a special output form OR having the report print on your local TID printer. Selecting a special output form is rare and the designer should call Data Processing to get more information.

### SCREEN 4

```
>>INDICATE THE KINDS OF FORMATTING DESIRED
*DEFINE REPORT WRITER - IF2 Year: 97 98
Command: IF2 Account: _____ Misc: _____ Month: MAY
=====+-----+-----+
Screen 4: FORM | PRINTER DEFAULTS REPORT: SUPPLIES | Next Screen: 5
|                                     |                                     |
| 'P'ortrait or 'L'andscape:         P |                                     |
| Character size:                     N |                                     |
| 'L'arge 'N'ormal 'S'mall          |                                     |
| Number of copies:                   1 |                                     |
| Print Double sided:                 _ | nly)
| Double Space:                       _ |
| Print on three-hole paper:          _ |
| Special Output form:                _____ |
|                                     OR |
| Print on local printer with TID:    _____ |
|                                     |
| Prompt at Submission Time? _       |
|-----+-----+-----+
0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:06 PM -
```

## IF2 - Report Writer - transaction listing

### Local Printer

If you want the report to print to your local printer ENTER the TID number in the space provided. If left blank, the report will print to the default printer. The default print at UT Austin is the printer in Data Processing.

### Prompt at Submission Time?

If you want to see this window at the time of submission, ENTER an "X" in the space

### Page information

This screen is optional. Page number, Date run, Time run and Submittor's ID will not appear on the report if this screen is left blank.

### POS - Position

You can determine the position on the page for the information needed. If POS is left blank the information will not be displayed on the report. The values for POS are listed on the screen for you to select.

### Text

You can add a description to the information. In order to print PAGE 1, you must enter "PAGE" under "Text"; otherwise only the 1 will be printed. This is upper/lower case sensitive.

### 1st

You can decide if you want the information to print on every page, only on the first page or not on the first page. See the screen for values.

### SCREEN 4

```
>>INDICATE THE KINDS OF FORMATTING DESIRED
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2           Account: _____ Misc: _____ Month: MAY
===== +-----+
Screen 4 +-----+ Screen: 5
          PAGE INFORMATION          REPORT: SUPPLIES
          Pos      Text      1st
          Page number      TR  PAGE_____ -
          Date run        TL  DATE_____ 0
          Time run        _  _____ -
          Submittor's ID   BL  Submittor___ 0
          Pos: TL-Top Left   TC-Top Center   TR-Top Right
          BL-Bottom Left   BC-Bottom Center  BR-Bottom Right
          1st: N - Don't print on first page
          O - Only print on first page
          Blank - Print on every page
          +-----+
          -- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:06 PM --
```





## IF2 - Report Writer - transaction listing

### Report Type

Here you decide if you want a transaction listing ("T") or a comparative analysis ("C") report. This report is a transaction listing. Typing a "T" in Report Type on Screen 4 will take you to the next window.

### Sorting

The sorting scheme is established in this window. The order is arranged from the most general being the 1st position moving to the more specific -- 2nd, 3rd, 4th, and 5th.

### Ascending or Descending

Ascending or Descending refers to the direction of the sort. In other words do you want the field to ascend (1,2,3,4....) or descend (...4,3,2,1) in their order.

### Length for subtotal

"Length for subtotal" refers to a position number. EX: If we are using the Obj Cl Code field, we may want a total every time the 2nd number of the object class code changes. To do this you would put an "02" in the "Length for subtotal field". You would get a subtotal for each object class code.

### Subtotal entire field

If you want to print subtotals for the particular field or values, type an "X" in the "Subtotal entire field" space.

### SCREEN 4

```
>>INDICATE THE KINDS OF FORMATTING DESIRED
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: 3603199248  Misc:          Month: APR
=====+-----+-----+-----+-----+-----+
Screen 4 |          SORTING          |          REPORT: SUPPLIES          |
|          |          |          |          |          |          |
| Sort according to: 1st: B 2nd: I 3rd: _ 4th: _ 5th: _ |
| 'A'scend or 'D'escend:  A      A      _      _      _ |
| Length for subtotal?  _      _      _      _      _ |
| Subtotal entire field? X      X      _      _      _ |
|          |          |          |          |          |
| Fields:          |          |          |          |          |
|  A. Acct Nbr     |  B. Activ Month |  C. Amount |          |          |
|  D. Code 1 Title |  E. Code 1 Value |  F. Descript |          |          |
|  G. Doc Id       |  H. Fiscal Year  |  I. Obj Cl Code |          |          |
|  J. P O Nbr      |  K. Post/rec Mon |  L. Rprting Type |          |          |
|-----+-----+-----+-----+-----+
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:06 PM --
```



## IF2 - Report Writer - transaction listing

### Totals or Subtotals

#### Subtotals

Here you will design the subtotal and total lines.

You can enter text in upper or lower case. The number of subtotal windows you will complete depends on the number of fields you "X"ed in the "Report Sorting" section. You will get a window for each field marked. You will also get a Total window (always provided).

To include Field Values with text, type the corresponding characters of the fields listed at the bottom of the window.

EX: The subtotal in the adjacent screen will look like this:

**Subtotal by Activity Month: SEP \$220.00**

If the report is a departmental report, the month will be abbreviated. If the report is an accounting report the month will be numeric.

**Subtotal by Activity Month: 09 \$220.00**

The Subtotal will calculate and print whenever the Activity Month changes. Type an "X" under the U to underline the subtotal/total.

NOTE: It is important to include the amount symbol in the design or else no amount will be given.

The number typed in the space "Skip \_ lines after Subtotal line(s)" will cause the total line to be printed after skipping the designated number of lines. You may also choose to start a new page after each of these subtotals.

### SCREEN 4

```
>>INDICATE THE KINDS OF FORMATTING DESIRED
*DEFINE                                REPORT WRITER - IF2                                Year: 97 98
Co +-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+ PR
==                                                                              ===
Sc |          SUBTOTAL LINE FOR Activ Month          REPORT: SUPPLIES          : 5
   |
   | Skip 1 lines before Subtotal line(s).
   |
   | 1. Activity Month: @A @B _____
   |    _____
   | 2. _____
   |    _____
   |
   | Fields:
   | @A. Activ Month  @B. Amount          @C. Amt By Type
   |
   |
   |
   | Skip 0 lines after Subtotal line(s) or Start new page? _
   |
   | To print the new value of a field, add "*"
   |
   +-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

### REPORT FROM IF4

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Page 14      of 53      Review Report SUPPLIES      More -->>
      COVP1924069      97/98      150
      3K5519S92A      1836      DI
Subtotal by Object Class Code: 1836
      MAINSTAY      OCT      10      COMPUTER SOFTWARE
      COVP1927211      97/98      135
      3K2453S92A      1842      DI
Subtotal by Object Class Code: 1842
Activity Month: OCT
19-0220-0151 CITICORP DINERS NOV      11      TRAVEL
      COVP2871423      97/98      195
      1201      DI
Subtotal by Object Class Code: 1201
19-0220-0351 FIFE, BARNEY NOV      11      TRAVEL
      COVP2874741      97/98      195
      1202      DI
Subtotal by Object Class Code: 1202
      FIFE, BARNEY NOV      11      TRAVEL
      COVP2874741      97/98      195
===== PF4 - Scroll Left === PF5 - Scroll Right =====
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

## IF2 - Report Writer - transaction listing

### Totals

Use the same instructions for creating total lines as you did for subtotals.

Below is an example of the totals generated from the criteria on the right.

### SCREEN 4

```
>>INDICATE THE KINDS OF FORMATTING DESIRED
*DEFINE                                REPORT WRITER - IF2                                Year: 97 98
Co +-----+-----+-----+-----+-----+-----+-----+-----+-----+ PR
== +-----+-----+-----+-----+-----+-----+-----+-----+-----+ ==
Sc |                                     TOTAL LINE                                REPORT: SUPPLIES                                : 5
   |
   | Skip 2 lines before Total line(s).
   |
   | 1. Total Amount @C_____ U
   | _____ X
   | 2. @A @C @D_____ -
   | _____ -
   |
   | Fields:
   | @A. Acct Nbr @B. Activ Month @C. Amount @D. Amt By Type
   | @E. Fiscal Year @F. Obj Cl Code
```

### REPORT FROM IF4

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Page 53 of 53 Review Report SUPPLIES <--- More Review Report SUPPLIES More ---
          D0VP2948525 97/98 195
          1209 DI
Subtotal by Object Class Code: 1209 -9.00
Activity Month: MAY -9.00
Total Amount -72,087.53
-----
19-0220-0151 -72,087.53
Expenditure -72,087.53
Actual Free -72,087.53
Requisition Free -72,087.53
Total Free -72,087.53
===== PF4 - Scroll Left === PF5 - Scroll ===== PF4 - Scroll Left === PF5 - Scroll Right =====
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
```

## IF2 - Report Writer - transaction listing

### Screen 5 - Report Submission

Here you indicate a final action for your report. Choose the disposition by entering the corresponding letter in the space provided. If you select any SAVE actions, the report will be officially completed. The report will now appear on the list of reports on SCREEN 1.

If you select any SUBMIT actions, the information you requested to be displayed upon submission will appear for review. (These are the windows you designated to have a "P" prompt.) You can make any changes at this time to the information previously entered.

### Job successfully submitted window

It is a good idea to write down the JOB NUMBER of the report (at the time of submission) for future reference. This will speed the process of locating the report in the event it is misplaced. Currently this does not show the complete number. See note below.

In order to track problems with a report it is very important to notify the expert while the job is still on the queue (\*UTQA).

The expert will need the job number to be able to help. Press PF10, type IF2 and ENTER to find the expert.

Note: If you do not write down your job number, use Screen 1, Option H to view jobs waiting or finished.

### SCREEN 5

```
>> Indicate the disposition of your report. <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2           Account: _____ Misc: _____ Month: FEB
=====
Screen 5: REPORT DISPOSITION   Report Name: SUPPLIES       Next Screen: 1
```

Indicate the disposition of the Report: \_

- A. SAVE the Report, do not SUBMIT
- B. SAVE and SUBMIT the Report
- C. REVIEW the Report (go to Screen 2)

```
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:41 PM --
```

### SCREEN 5

```
>> Indicate the disposition of your report. <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2           Account: _____ Misc: _____ Month: FEB
=====
Screen 5: REPORT DISPOSITION   Report Name: SUPPLIES       Next Screen: 1
```

```
+-----+
| Your Report has been Submitted Successfully |
| It will be available tomorrow morning      |
```

```
| To Find the Report in Application *UTQA,   |
| Use the Following Information:             |
```

```
| Jobname: ACNWIF22 Job Number: J157       |
```

```
| Press ENTER to Continue                   |
+-----+
```

```
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:41 PM --
```

## IF2 - Report Writer - transaction listing

### IF4 - to review report

The IF4 command is where you will review your report if you chose to Download it instead of print it. As you can see, I submitted a report with 15,426 lines (Report 3). This was much larger than I had expected. Because I had chosen to Download the report, I did not waste any paper. I can simply delete the dataset I created and resubmit my report.

In order to look at a downloaded report, select the number of the report and type an "R" to review it.

If you have Natural Connection you may chose "C" to download it to a spreadsheet application.

This is the first page of the report in the IF4. Use PF4 to Scroll Left and PF5 to Scroll Right to see the right side of the page.

Press ENTER to page forward. You cannot page backward.

Whether you download or print your report, you will receive a printed copy of your transaction selections. This is an important tool for you to use when trying to figure out what may have gone wrong with your report.

```
>>ALL REPORTS HAVE BEEN DISPLAYED<<
*DEFINE          DOWNLOAD REPORT WRITER FILE TO PC - IF4          Year: 97 98
Command: IF4     Account: _____ Misc: _____           Month: MAY
=====
                                Completed Reports
                                Select a report:  _   Select an action:  _

                                Report   Lines          Report   Lines
                                Name      Name
                                1  SUPPLIES   90           2  SUPPLIES  162
                                3  SUPPLIES 15426        4  SUPPLIES  954
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/05/98 02:06 PM --
```

```
*DEFINE          DOWNLOAD REPORT WRITER FILE TO PC - IF4          Year: 97 98
Command: IF4     Account: _____ Misc: _____           Month: APR
=====
+-----+-----+-----+
|                                     |
| Values for ACTION:                 |
|                                     |
| 'C'opy (download) report          |
|   to PC                            |
|                                     |
| 'V'iew report description          |
|                                     |
| 'R'eview report                    |
|   (display contents on-line)      |
|                                     |
| 'D'elete report                    |
|                                     |
| Enter Action: R                    |
|                                     |
+-----+-----+-----+
-- 0 UT Austin -- +-----+-----+-----+ 2/05/98 02:06 PM --
```

```
+-----+-----+-----+-----+-----+-----+-----+
| Page 1      of 53      Review Report SUPPLIES                      More -->> |
|-----+-----+-----+-----+-----+-----+-----+
| ACCOUNT      DESCRIPTION      MON      R MONTH      CODE 1      A |
| NUMBER       DOCUMENT ID      FY              |
|              PO NBR          OBJ CL CODE R TYPE |
|-----+-----+-----+-----+-----+-----+-----+
| 14-0220-0075 DOE, JOHN        SEP              9      TRAVEL |
|              COVP2901361      97/98          1202      DI      195 |
| Subtotal by Object Class Code: 1202 |
|              CENTER FOR PUBL SEP              9      TRAVEL |
|              COVP2894709      97/98          1275      DI      195 |
| 19-0220-0351 NATIONAL ASSOC SEP              9      TRAVEL |
|              COVP2891721      97/98          1275      DI      195 |
| 19-0220-0151 AMERICAN PAYROL SEP              9      TRAVEL |
|              COVP2897133      97/98          1275      DI      195 |
| Subtotal by Object Class Code: 1275 |
|===== PF4 - Scroll Left === PF5 - Scroll Right =====|
+-----+-----+-----+-----+-----+-----+-----+

```

## IF2 - Report Writer - transaction listing

### Create an Accounting Report

Type an "A" in "SELECT OPTION:".

Type the name of your report in "New Report Named".

Press ENTER and this pop up window will ask you for more information about the report.

ENTER a brief description of your report. This will make it easier to identify after you have many reports.

### Departmental or Accounting Report

Mark the blank next to the statement "Mark here if you want to create an Accounting report."

### Screen 2 - Selection Criteria

This is where you decide what transactions you want the computer to select in order to create a report.

#### Fix - "F"

Fix means that you will enter you selection criteria now instead of at submission time.

#### Prompt - "P"

Prompt means that upon submission time the Report Writer will re-open windows for review and possible updates. You may want to use this if you are going to need to specify different selection criteria each time you submit the report.

#### Delete - "D"

By typing a "D", all previous information for the section will be deleted.

**Note:** Selection 1 requires an "F" at all times. You cannot create a Prompt for selection 1.

### SCREEN 1

```
>> Enter a valid option or press Enter to page forward. <<
*DEFINE                REPORT WRITER - IF2                Year  97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
SELECT OPTION: a                                EXISTING REPORT:  __
A CREATE New Report Named expenditures          | 1 AGNES1
+-----+-----+-----+-----+-----+-----+-----+
Enter Description for EXPENDITURES
All expenditures for all office supplies. _____
_____
x Mark here if you want to create an Accounting report.
If you do not mark this field, a Departmental report will be created.
-----
_ Mark here if you want to create a checkbook report.
If you mark this field, this report will always be a transaction
listing report (format "T" on Screen 4).
+-----+-----+-----+-----+-----+-----+-----+
0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/12/98 11:40 AM -
```

### SCREEN 2

```
>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 2: SELECTION CRITERIA   Report Name: EXPENDITURES   Next Screen: 3

Please indicate the kind(s) of criteria for selecting transactions.
'F'ix selection criteria now.
'P'rompt for this criteria at submission time;
selections made now are defaults.
'D'elete previously selected criteria.

F F 1. Primary Source Criteria (Required as 'F'ixed)
_ 2. Account Selection (Required - may not be 'D'eleted)
_ 3. Date Range Information
_ 4. Transaction Status and Ranges

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/12/98 11:40 AM --
```



## IF2 - Report Writer - transaction listing

### Optional Selection - Unit or Account

Unit - You may choose a unit in the view that you would like to report on. Only the accounts in this unit will be included on the report.

Accounts - You may choose an individual account or a range of accounts to include on the report.

Account Pattern - Masking may be used here. EX: "14....." will include all of the 14 accounts in Administrative view ACMASST.

Fund Group - A list of the fund group designations is maintained in \*ACTION, CT7 command, tablename: TBLFUNDS.

### Additional Selection Criteria

Additional fields are displayed on the bottom of the screen. To access these fields "X" the one you would like to see. A pop-up window will appear for you to add more selection criteria.

### LBB

Legislative Budget Board elements. A list of LBB elements is maintained in the CT7 command in \*ACTION, Table TBLBABEL.

### NACUBO Element

National Association of Colleges and University Business Officers

### CFDA

Catalog of Federal Financial Assistance codes. A list of CFDA numbers is maintained in the CT1 command in \*ACTION, Table TBLCFDA.

### SCREEN 2

```
>> Mark the selection criteria you wish to view or change <<
*DEFINE                                REPORT WRITER - IF2                                Year: 97 98
Com +-----+
=== |
Scr +-----+
    |
    |                                FIELD RANGES                                Report: EXPENDITURES
    |                                _____
    | LBB Program (masking) _____
    |                                OR range _____ thru _____
    |
    |                                NACUBO Element (masking) _____
    |                                OR range _____ thru _____
    |
    |                                CFDA (masking) _____
    |                                OR range _____ thru _____
    |
    +-----+
-- +-----+
```



## IF2 - Report Writer - transaction listing

### Selection 3 - Date Range Information

This selection is optional.

#### Date Range

Record Date - "R" is the date that the transaction actually occurred.

Process Dates - "P" is the date the transaction was posted in the Office of Accounting.

ENTER date range as MMDDYY format. EX: 020198

Both Dates - "B" is used when requesting both record dates and process dates.

### Selection 4 - Transaction Selection Criteria

You can establish the information you wish to search for from transactions on any of the fields displayed. When masking is available it is noted on the screen as "(masking)". When there is more space available for entering selection criteria a "+" will be in the More column.

#### Object Class Code

- ENTER each object class code needed.
- Mask the object codes you need. EX: 14.. will give you all object codes that begin with 14.
- Comp-Group(s) are groups of object codes created in the IF7 command.
- Range of object class codes. EX: 1401 thru 1499.

#### Document ID

ENTER each document ID needed. Mask the document IDs needed. EX: "..VP2....." will search for VP2 documents.

### SCREEN 2

>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE

TRANSACTION SELECTION CRITERIA		Report:	EXPENDITURES
Object Class Code (masking)	_____		More +
OR Comp-Group(s)	_____		+
OR range	_____ thru _____		
Document ID (masking)	_____		+
OR range	_____ thru _____		
Voucher No. (masking)	_____		+
OR range	_____ thru _____		
Vendor ID No. (masking)	_____		+
OR range	_____ thru _____		
-----			
Additional Fields Available			
_ Amount	_ DTN	_ Check Nbr	_ Suspense Date
_ P O Nbr	_ Description	_ Tax SSN	_ Purpose Code
_ Req Nbr	_ GL Recap	_ Cash Source	
_ Tr/Rprtg Type	_ GL Offset	_ Cost Center	



## IF2 - Report Writer - transaction listing

**Dept Trans No - DTN**  
ENTER a range of DTN numbers.

**Description**  
Enter a range of descriptions

### SCREEN 2

>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE

ADDITIONAL FIELDS		Report:	EXPENDITURES
Amount	000000000000.00 through 000000000000.00		More +
P O Nbr (masking)	_____ thru _____		+
OR range	_____ thru _____		
Req Nbr (masking)	_____ thru _____		+
OR range	_____ thru _____		
Transaction Type	_____		
	-----		
- Reporting Type	_____		
	-----		
Dept Trans No.(1) (DTN (1))	_____ thru _____		
Description	_____ thru _____		

**GL Recap**  
ENTER a General Ledger Recap, a range of GL recaps or you may mask them. EX: "14...." if you wanted all of the 14 account recaps.

**GL Offset**  
ENTER a General Ledger Offset, a range of GL offsets or you may mask them. EX: "14...." if you wanted all of the 14 account offsets.

**Check Number**  
ENTER each check number needed. Give a range of check numbers or you may mask them. EX: "A....." would give you everything from the bank with the prefix "A".

**Tax SSN**  
ENTER each social security number needed.

### SCREEN 2

>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE

ADDITIONAL FIELDS		Report:	EXPENDITURES
GL Recap (masking)	_____ thru _____		
or (range)	_____ thru _____		
GL Offset (masking)	_____ thru _____		
or (range)	_____ thru _____		
Check Number (masking)	_____ thru _____		
- or (range)	_____ thru _____		
Tax SSN (masking)	_____ thru _____		

## IF2 - Report Writer - transaction listing

### Cash Source

ENTER a cash source account number or a range of accounts or you may mask them.

### Cost Center

ENTER a cost center, a range of cost centers or you may mask them.

### Suspense Date

ENTER the suspense dates you are interested in.

### Purpose Code

ENTER each purpose codes needed.

### Screen 3 - Field Selection

This is where you choose which fields you may want to include in your report. This will give you a pool of fields from which you can select (Screen 4, Report Type, Transaction Detail Line) to be included in your report. You may select up to 24 fields.

Note: It is a good idea to select as few choices as possible and to build up if needed. Avoid selecting more than 10 choices. You may add to the list at any time.

### SCREEN 2

>>MARK THE SELECTION CRITERIA YOU WISH TO VIEW OR CHANGE

```
+-----+
|          TRANSACTION SELECTION CRITERIA          Report: EXPENDITURES
|                                                    More
+-----+
|          ADDITIONAL FIELDS          Report: EXPENDITURES
|
| Cash Source _____
| (mask) _____
| or (range) _____ thru _____
|
| Cost Center (mask) _____
| or (range) _____ thru _____
|
| Suspense Date (range) _____ thru _____
|
| Purpose Code  _ _ _ _ _
+-----+
```

### SCREEN 3

>> Mark the fields to use in formatting your report. <<

```
*DEFINE          REPORT WRITER - IF2          Year: 97 98
Command: IF2     Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION          Report Name: EXPENDITURES          Next Screen: 4
```

Mark the fields that you want to be available in the next section (Screen 4).  
A maximum of 24 fields may be selected. Currently 3 fields are selected.

1	X	Acct Nbr	ACCOUNT NUMBER
2	_	Acct Status	ACCOUNT STATUS
3	X	Amount	AMOUNT
4	_	Begin Bal	STARTING MONTH BEGINNING BALANCE
5	_	Bdg Category	BUDGET CATEGORY
6	_	Bd Cat Ab Tl	BUDGET CATEGORY ABBREVIATION TITLE
7	_	Bud Cat Titl	BUDGET CATEGORY TITLE
8	_	Budget Group	BUDGET GROUP
9	_	Bud Grp Titl	BUDGET GROUP TITLE
10	_	Cash Source	CASH SOURCE

PF4 <-- Page back Page forward --> PF5

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/12/98 01:48 PM --

## IF2 - Report Writer - transaction listing

### Screen 3 - Field Selection (Continued)

#### SCREEN 3

```
>> Mark the fields to use in formatting your report. <<
*DEFINE          REPORT WRITER - IF2          Year: 97 98
Command: IF2     Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: EXPENDITURES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 3 fields are selected.

      11  _  Cfda          CFDA
      12  _  Check Nbr    CHECK NUMBER
      13  _  Comment      COMMENT
      14  _  Component    COMPONENT CODE
      15  _  Cost Center  COST CENTER
      16  _  Descript     DESCRIPTION
      17  _  Doc Id       DOCUMENT ID
      18  _  Dtn          DOCUMENT TRANSACTION NUMBER
      19  _  Entry Date   ENTRY DATE
      20  _  Entry User   ENTRY USER

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/12/98 01:54 PM --
```

### Screen 3 - Field Selection (Continued)

#### SCREEN 3

```
>> Mark the fields to use in formatting your report. <<
*DEFINE          REPORT WRITER - IF2          Year: 97 98
Command: IF2     Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: EXPENDITURES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 3 fields are selected.

      21  _  Fed Elem     FEDERAL ELEMENT CODE
      22  X  Fiscal Year  FISCAL YEAR
      23  _  Fund Group   FUND GROUP
      24  _  Fund Meth    FUNDING METHOD & DETAIL
      25  _  Gl Offset    GENERAL LEDGER OFFSET
      26  _  Gl Recap     GENERAL LEDGER RECAP
      27  _  Inq View Div  INQUIRY VIEW DIVISION
      28  _  Inq View Nam  INQUIRY VIEW NAME
      29  _  Inq Vw Title  INQUIRY VIEW TITLE
      30  _  Last Activ    LAST ACTIVITY DATE

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/12/98 01:55 PM --
```

## IF2 - Report Writer - transaction listing

### Screen 3 - Field Selection (Continued)

```
SCREEN 3
>> Mark the fields to use in formatting your report. <<
*DEFINE          REPORT WRITER - IF2          Year: 97 98
Command: IF2     Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: EXPENDITURES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 3 fields are selected.

      31  _  Lbb          LBB PROGRAM
      32  _  Money In    MONEY IN
      33  _  Money Out   MONEY OUT
      34  _  Nacubo      NACUBO ELEMENT
      35  _  Obj Cl Code OBJECT CLASS CODE
      36  _  Obj Cl Title OBJECT CLASS CODE TITLE
      37  _  Obj Group   OBJECT GROUP
      38  _  P O Nbr     PURCHASE ORDER NUMBER
      39  _  Post/rec Mon POSTING/RECONCILIATION MONTH
      40  _  Process Date PROCESS DATE

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/12/98 01:55 PM --
```

### Screen 3 - Field Selection (Continued)

```
SCREEN 3
>> Mark the fields to use in formatting your report. <<
*DEFINE          REPORT WRITER - IF2          Year: 97 98
Command: IF2     Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: EXPENDITURES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected.  Currently 3 fields are selected.

      41  _  Purpose Code PURPOSE CODE
      42  _  Record Date RECORD DATE
      43  _  Rprting Type REPORTING TYPE
      44  _  Rp Typ Title REPORTING TYPE TITLE
      45  _  Req Nbr     REQUISITION NUMBER
      46  _  Running Subt RUNNING SUBTOTAL
      47  _  Serv Date Be SERVICE DATE BEGIN
      48  _  Serv Date En SERVICE DATE END
      49  _  Source Of Tr SOURCE OF TRANSACTION
      50  _  Sponsor     SPONSOR

                PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/12/98 01:56 PM --
```

## IF2 - Report Writer - transaction listing

### Screen 3 - Field Selection (Continued)

```
SCREEN 3
>> Mark the fields to use in formatting your report. <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: EXPENDITURES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected. Currently 3 fields are selected.

51  _  State Obj Cl   STATE OBJECT/CLASS CODE
52  _  Suspens Date  SUSPENSE DATE
53  _  Tax Ssn       TAX SSN
54  _  T-Code        TRANSACTION CODE
55  _  Trans Status  TRANSACTION STATUS
56  _  Trans Type    TRANSACTION TYPE ABBREVIATION
57  _  Tr Typ Title  TRANSACTION TYPE TITLE
58  _  Unit Subunit  UNIT SUBUNIT
59  _  Unit Title    UNIT SUBUNIT TITLE
60  _  Vendor Id     VENDOR ID

PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/12/98 01:56 PM --
```

### Screen 3 - Field Selection (Continued)

Now you are ready for the design portion of the report. The accounting and departmental report are designed the same way. Go to Screen 4 and 5 examples from here. See page 14.

```
SCREEN 3
>> Last page <<
*DEFINE                REPORT WRITER - IF2                Year: 97 98
Command: IF2          Account: _____ Misc: _____ Month: FEB
=====
Screen 3: FIELD SELECTION      Report Name: EXPENDITURES      Next Screen: 4

Mark the fields that you want to be available in the next section (Screen 4).
A maximum of 24 fields may be selected. Currently 3 fields are selected.

52  _  Suspens Date  SUSPENSE DATE
53  _  Tax Ssn       TAX SSN
54  _  T-Code        TRANSACTION CODE
55  _  Trans Status  TRANSACTION STATUS
56  _  Trans Type    TRANSACTION TYPE ABBREVIATION
57  _  Tr Typ Title  TRANSACTION TYPE TITLE
58  _  Unit Subunit  UNIT SUBUNIT
59  _  Unit Title    UNIT SUBUNIT TITLE
60  _  Vendor Id     VENDOR ID
61  _  Voucher       VOUCHER NUMBER

PF4 <-- Page back      Page forward --> PF5

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/12/98 01:57 PM --
```

## IF2 - Report Writer - transaction listing

### Field Selection Translation Table - Screen 3

<b>A</b>		Lbb	Legislative Budget Board
Acct Nbr	Account Number	<b>N</b>	
Activ Month	Activity Month	Nacubo	NACUBO - National Association of College and University Business Officers
Amount	Amount of the transaction	<b>O</b>	
<b>B</b>		Obj Cl Code	Object Class Code
Bd Cat Ab Tl	Budget Category Abbreviated Title	Obj Cl Title	Object Class Code Title
Bd Dept		Obj Group	Object Code Group
Bdg Category	Budget Category - the last two digits of the account number	<b>P</b>	
Bud Cat Titl	Budget Category Title	PO Nbr	Purchase Order Number
Bud Grp Titl	Budget Group Title	Post/rec Mon	Posting/reconciliation Month
Budget Group	Budget Group - the first 8 digits of an account number	Process Date	Process Date
<b>C</b>		Purpose Code	Purpose Code
Cash Source	Cash Source - the source of funding for the transaction.	<b>R</b>	
Cfda	CFDA - Catalog of Federal Financial Assistance - usually found in federally funded research accounts.	Recon Method	Reconciliation Method
Check Nbr	Check Number	Recon Status	Reconciliation Status
Comment	Departmental comments on departmental report and Accounting comments on accounting reports.	Record Date	Record Date
Component	Component Code	Req Nbr	Requisition Number
Cost Center	State Comptrollers Account	Rp Typ Title	Reporting Type Title
<b>D</b>		Rpring Type	Reporting Type
Dept Ac Titl	Departmental Accounting Title	<b>S</b>	
Descript	Description	Seq Nbr	Sequence Number
Doc Date	Document Date	Serv Date Be	Service Begin Date
Doc ID	Document Id Number	Serv Date En	Service End Date
Dtn	Departmental Transaction Number	Source of Tr	Source of Transaction - command that produced the transaction.
<b>E</b>		Sponsor	Sponsor Code
Entry Date	Entry Date	State Obj Cl	State Object Class Code
Entry User	Entry User	Suspens Date	Suspense Date
<b>F</b>		<b>T</b>	
Fed Elem	Federal Element	T-code	Transaction Codes
Fiscal Year	Fiscal Year	Tag A	Tag A
Fund Group	Fund Group	Tag B	Tag B
Fund Meth	Funding Method	Tax Ssn	Tax SSN
<b>G</b>		Tr Typ Title	Transaction Type Title
Gl Offset	General Ledger Offset	Trans Status	Transaction Status
Gl Recap	General Ledger Recap	Trans Type	Transaction Type
<b>I</b>		<b>U</b>	
Inq V Long N	Inquiry View Long Name	Unit Subunit	Unit Code
Inq View Div	Inquiry View	Unit Title	Unit Title
Inq View Nam	Inquiry View Name	<b>V</b>	
<b>L</b>		Vendor Id	Vendor Identification Number
Last Activ	Last Activity	Voucher	Voucher Number

## IF2 - Report Writer - Index

---

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