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.

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

What Subtotals do I need?
What Totals do I need?
What titles do I want?
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.
View
Screen 1, Option F
See the report description and what type of report it is. This window will tell you if it is an accounting report, a departmental report or a checkbook report.

Add
Screen 1, Option G
Add owners for this report or view the list of owners. An owner is a desk that includes a group of people who are authorized to submit the report. Secondary owners may NOT update a report. They may, however, copy reports.

Owners must be desks.
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.

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
+--------------------------------------------------------------------------+
| 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                                                    |
+--------------------------------------------------------------------------+
Create a Departmental 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
If you use the LMM module in *DEFINE to keep departmental records you can create a "Departmental Report". The "Departmental Report" will only pick up transactions that have been reconciled by the department. If you do not keep departmental books in the LMM module you can create an accounting report. Mark the blank next to the statement "Mark here if you want to create an Accounting report." You cannot change a departmental report to an accounting report after it has been established. Another option is the Checkbook 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 your 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.

SCREEN 1
>> You already have a report with this name. <<
*DEFINE REPORT WRITER - IF2 Year 97 98
Command: IF2 Account: _______ Misc: _______________ Month: FEB
------------------------------------------------------------------------
SELECT OPTION: A EXISTING REPORT: __
A CREATE New Report Named SUPPLIES____
+----------------------------------------------------------------------------+
<p>| |
|                                                                            |
|                                                                            |
|                      Enter Description for SUPPLIES                        |
|  All expenditures for office supplies____________________________________ |
|  ________________________________________________________________________ |
|  ________________________________________________________________________ |
|                                                                            |
| _ Mark here if you want to create an Accounting report.                  |</p>
<table>
<thead>
<tr>
<th>If you do not mark this field, a Departmental report will be created.</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ Mark here if you want to create a checkbook report.</td>
</tr>
<tr>
<td>If you mark this field, this report will always be a transaction</td>
</tr>
<tr>
<td>listing report (format &quot;T&quot; on Screen 4).</td>
</tr>
</tbody>
</table>
+----------------------------------------------------------------------------+
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 2/04/98 11:06 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: APR
------------------------------------------------------------------------
Screen 2: SELECTION CRITERIA Report Name: SUPPLIES 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 1. Primary Source Criteria (Required as 'F'ixed)
F 2. Account Selection (Required - may not be 'D'eleted)
F 3. Date Range Information
F 4. Transaction Status and Ranges
F 5. Code Field Ranges
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 2/04/98 11:06 AM --
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.

Selection 1 - Primary Source Criteria
This is where you decide which type of transactions you wish to use for your report.

Transactions Source
"A" Actual figures from the departmental and accounting records will be used.
"B" Transactions from the Budget module will be used.
"C" Both transactions will be considered.

Split Transaction Processing
"M" will generate a report using only master transaction postings. Split transactions will not be used.
"S" Sub-transactions. If you use code values type an "S" so that all transactions, and code values will be displayed.
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.
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.
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.
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 + |
| 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 ______________________ + |
+---------------------------------------------------------------------------------+

 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/Rptg Type   x Seq Nbr                             +        |
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 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 --
Screen 3 - Field Selection (Continued)

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

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 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.
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.
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 Submitter'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.
Headers and Footers
Here you decide how you want to design a title and/or trailer section of your report. This window applies only to the actual title (or trailer) of the report.

Header Only ("H")
Report writer was designed to be dynamic. By using the "@" characters in the title when the values change, such as date, account numbers, and activity months, the report will make the changes. "S" and "E" will allow you to designate a range. If you want the header to read "For Period Jan through Feb", you would designate the range for months in Date Range Information (Screen 2, Selection 3). In the Header Specification window you could type "For Period @BS through @BE" and this will be printed as "For Period Jan through Feb."
To Center, Underline, or Skip a line after your header or footer, ENTER an "X" under the C, U, or S on the right side of the screen.

SCREEN 4
>>INDICATE THE KINDS OF FORMATTING DESIRED
+---------------------------------------------------------------------------+
|                                                                           |
|                HEADER SPECIFICATION                  REPORT: SUPPLIES     |
|                                                                  C  U  S  |
| 1. The University of Texas at Austin___________________________  X  _  _  |
|    ____________________________________________________________           |
| 2. Transaction Listing Report for period @BS - @BE @C__________  X  _  _  |
|    ____________________________________________________________           |
| 3. ____________________________________________________________  _  _  _  |
|    ____________________________________________________________           |
| 4. ____________________________________________________________  _  _  _  |
|    ____________________________________________________________           |
| Fields:                                                                   |
|  @A. Acct Nbr      @B. Activ Month   @C. Fiscal Year   @D. Obj Cl Code    |
|  @E. PAGE NBR      @F. REPT NAME     @G. RUN DATE      @H. RUN TIME       |
|  @I. SUBMIT ID     @J. SUBMIT NAME                                        |
|                                                                           |
| To print starting or ending values for a range, add "S" or "E". |
+---------------------------------------------------------------------------+
Header and Footer ("B")
The header screen is the same as above. This option will also access the footer specification screen.

The same options as above apply to the footer.

The footer will print at the bottom of every page.

Notice: The same Page format information is available here as well, but it will print on every page in the footer.

SCREEN 4
>>>INDICATE THE KINDS OF Formatter DESIRED
+---------------------------------------------------------------------------+
|                                                                           |
+---------------------------------------------------------------------------+
|                                                                           |
|                FOOTER SPECIFICATION                  REPORT: SUPPLIES       |
|                                                                  C  U  S |
| 1. @F @G_______________________________________________________  _  _  _|
|    ____________________________________________________________           |
| 2. ____________________________________________________________  _  _  _  |
|    ____________________________________________________________           |
|                                                                           |
Fields:
@A. Acct Nbr   @B. Activ Month   @C. Fiscal Year   @D. Obj Cl Code    |
@E. PAGE NBR   @F. REPT NAME     @G. RUN DATE      @H. RUN TIME       |
@I. SUBMIT ID   @J. SUBMIT NAME                                        |
To print starting or ending values for a range, add "S" or "E".
+---------------------------------------------------------------------------+
|                                                                           |
+---------------------------------------------------------------------------+

HEADER for 1st page:
The University of Texas at Austin
Transaction Listing Report for period SEP - JUN 97-98

DATE 5/10/98 PAGE 1

FOOTER for 1st page:
SUPPLIES 5/11/98
Submittor ACLLM

HEADER for all pages:
The University of Texas at Austin
Transaction Listing Report for period SEP - JUN 97-98

PAGE 2

FOOTER for all pages:
SUPPLIES 5/11/98
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.
Here you design the way your report will visually appear across the page. You decide which items Screen 3 will be included, and in which order to show on the report. IMPORTANT: If you choose to report ONLY totals and subtotals, then place an "X" in the "Print Subtotal and Total lines only:" space. Once you do this, you will not be able to report any individual transactions and the rest of this window becomes invalid. This is an "either-or" decision. The fields shown on this screen are the fields you chose in screen 3. Only 10 fields will appear on the screen at the same time. Use PF5 to scroll forward and PF4 to scroll backwards.

The blank spaces are used to fill in the placement of the fields in the report. Choose the first item by placing the corresponding letter (A,B,C,...) in the leftmost top blank space. If you want more than one space between columns, enter the number of spaces you would like in the next space. If you want more than one space between columns, use PF5 to scroll forward and PF4 to scroll backwards.

The column width is dependent on the width of the field or the header, whichever is larger. You can change the width of the column by changing the header description or by changing the length of the field. If a description is 40 characters, you may only want to display the first 20. This will make the column 20 characters shorter. You may also stack the name under each other by typing a slash between the words account and number --- Account/Number. IS should be "X" ed if you want to identically suppress any information within that column. For example if the account number is the same for every transaction listed in the report, you may not want to see the account number for every transaction. This will help the report appear less cluttered.
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.

REPORT FROM IF4

Page 14 of 53 Report SUPPLIES

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 97/98 198
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 --------------
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 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.

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)

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.

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
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.
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.
Selection 1 - Primary Source Criteria
This is where you decide which type of transactions you wish to use for your report.

Transactions
Transactions are the only source used for a report. A "T" is automatically filled in for you.

Balances
Balances "B" is not an option at this time.

Transactions Statuses
‘A’ or ‘C’ is required. This can be used in conjunction with the date range information window. If ‘A’ is selected and you want only completed transactions, then the date range information will need the process dates filled in. A ‘C’ will give only completed transaction even if the date range information only says record dates.

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 administrative views in processing departments (those units that end in letters) include all account numbers. Other selection criteria must be filled in to narrow the search. There are millions of transactions on the file. If you do not narrow the search criteria, the report will take hours to process and possibly not finish before morning.

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.

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 TBLLBBEL.

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

---

FIELD RANGES

Report: EXPENDITURES

LBB Program (masking) ____ ____ ____ ____
OR range ____ thru ____

NACUBO Element (masking) __ __ __ __
OR range __ thru __

CFDA (masking) ______ ______ ______ ______
OR range ______ thru ______

---
**Funding Method**
Funding method should be entered for accounts that begin with a 26.

**Federal Element**
Federal Element Codes are maintained in *ACTION, command CT7, table TBLFELM.

**Sponsor**
Usually used in 26 accounts. Some 14 accounts may have sponsor codes. A sponsor is the agency or corporation that is funding research at the University.

---

**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 91-92 thru 92-93 will include both fiscal years. In order to search for one year ENTER 91-92 thru 91-92.

**Months**
Record Date Month "M" refers to the month in which the transaction was posted to the accounting records.

**Special Periods**
Is currently not being supported. To be added in the future.
**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

+----------------------------------------------------------------------------+
<table>
<thead>
<tr>
<th>TRANSACTION SELECTION CRITERIA</th>
<th>Report: EXPENDITURES</th>
<th>More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object Class Code (masking)</td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>OR Comp-Group(s)</td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>OR range</td>
<td>___ thru ___</td>
<td></td>
</tr>
<tr>
<td>Document ID (masking)</td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>OR range</td>
<td>___ thru ___</td>
<td></td>
</tr>
<tr>
<td>Voucher No. (masking)</td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>OR range</td>
<td>___ thru ___</td>
<td></td>
</tr>
<tr>
<td>Vendor ID No. (masking)</td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>OR range</td>
<td>___ thru ___</td>
<td></td>
</tr>
</tbody>
</table>
+----------------------------------------------------------------------------+
```

Additional Fields Available:
- Amount
- DTN
- Check Nbr
- Suspense Date
- P O Nbr
- Description
- Tax SSN
- Purpose Code
- Req Nbr
- GL Recap
- Cash Source
- Tr/Rptg Type
- GL Offset
- Cost Center
**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.

**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

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 your everything from the bank with the prefix "A".

Tax SSN
ENTER each social security number needed.
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 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 --
Screen 3 - Field Selection (Continued)

>> 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

>> 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

>> 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 --
## Field Selection Translation Table - Screen 3

<table>
<thead>
<tr>
<th>Field</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Acct Nbr: Account Number</td>
</tr>
<tr>
<td></td>
<td>Activ Month: Activity Month</td>
</tr>
<tr>
<td></td>
<td>Amount: Amount of the transaction</td>
</tr>
<tr>
<td>B</td>
<td>Bd Cat Ab Ti: Budget Category Abbreviated Title</td>
</tr>
<tr>
<td></td>
<td>Bd Dept: Budget Category - the last two digits of the account number</td>
</tr>
<tr>
<td></td>
<td>Bdg Category: Budget Category Title</td>
</tr>
<tr>
<td></td>
<td>Bud Cat Titl: Budget Group Title</td>
</tr>
<tr>
<td></td>
<td>Bud Grp Titl: Budget Group - the first 8 digits of an account number</td>
</tr>
<tr>
<td></td>
<td>Budget Group: Budget Group - the first 8 digits of an account number</td>
</tr>
<tr>
<td>C</td>
<td>Cash Source: Cash Source - the source of funding for the transaction.</td>
</tr>
<tr>
<td></td>
<td>Cfda: CFDA - Catalog of Federal Financial Assistance - usually found in federally funded research accounts.</td>
</tr>
<tr>
<td></td>
<td>Check Nbr: Check Number</td>
</tr>
<tr>
<td></td>
<td>Comment: Departmental comments on departmental report and Accounting comments on accounting reports.</td>
</tr>
<tr>
<td></td>
<td>Component: Component Code</td>
</tr>
<tr>
<td></td>
<td>Cost Center: State Comptrollers Account</td>
</tr>
<tr>
<td>D</td>
<td>Dept Ac Titl: Departmental Accounting Title</td>
</tr>
<tr>
<td></td>
<td>Describe: Description</td>
</tr>
<tr>
<td></td>
<td>Doc Date: Document Date</td>
</tr>
<tr>
<td></td>
<td>Doc ID: Document Id Number</td>
</tr>
<tr>
<td></td>
<td>Dtn: Departmental Transaction Number</td>
</tr>
<tr>
<td>E</td>
<td>Entry Date: Entry Date</td>
</tr>
<tr>
<td></td>
<td>Entry User: Entry User</td>
</tr>
<tr>
<td>F</td>
<td>Fed Elem: Federal Element</td>
</tr>
<tr>
<td></td>
<td>Fiscal Year: Fiscal Year</td>
</tr>
<tr>
<td></td>
<td>Fund Group: Fund Group</td>
</tr>
<tr>
<td></td>
<td>Fund Meth: Funding Method</td>
</tr>
<tr>
<td>G</td>
<td>Gl Offset: General Ledger Offset</td>
</tr>
<tr>
<td></td>
<td>Gl Recap: General Ledger Recap</td>
</tr>
<tr>
<td>I</td>
<td>Inq V Long N: Inquiry View Long Name</td>
</tr>
<tr>
<td></td>
<td>Inq View Div: Inquiry View</td>
</tr>
<tr>
<td></td>
<td>Inq View Nam: Inquiry View Name</td>
</tr>
<tr>
<td>L</td>
<td>Last Activ: Last Activity</td>
</tr>
<tr>
<td></td>
<td>Vendor Id: Vendor Identification Number</td>
</tr>
</tbody>
</table>