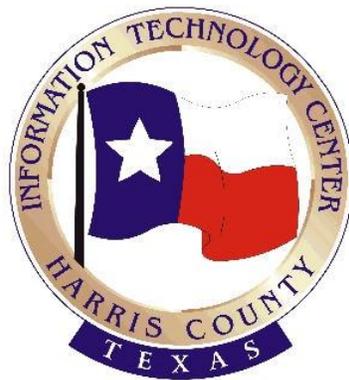


# IFAS 101



Information Technology Center  
Education and Career Development Division

Participant's Manual

Rev 2



# Table of Contents

<b><i>Participant's Manual</i></b> .....	<b>4</b>
General Overview .....	4
Structure of the Participant's Manual.....	5
<b><i>Part 1: Introductions and Logging On</i></b> .....	<b>6</b>
Overview .....	6
The Function and Components of IFAS.....	8
Insight .....	9
The Shift Key Logon.....	10
Changing Your Password.....	12
Regular Logon .....	14
Navigation in Insight.....	15
IFAS 101: REVIEW 1 .....	18
<b><i>Part 2: Using IFAS</i></b> .....	<b>20</b>
Overview .....	20
IFAS Data Entry Screen.....	22
Triad Screen .....	24
Creating a Record .....	25
Using Options.....	27
IFAS 101: REVIEW 2 .....	32
<b><i>Part 3: Reports</i></b> .....	<b>36</b>
Overview .....	36
File Listing .....	37
Standard Reports Continued.....	40
CDD Reports .....	43
Exporting CDD Reports to Excel.....	45
IFAS 101: REVIEW 3 .....	50
<b><i>Glossary</i></b> .....	<b>52</b>

# Participant's Manual

## General Overview

---

**Introduction** This class includes explanations and activities designed to teach important IFAS topics. Please feel free to ask questions at any time.

---

**Goals** The following are the goals for today.

- To log on and navigate through IFAS at your desk
- To access reports that you need

Use this manual for reference and completing exercises.

---

**Class Components** There are three distinct parts of the class.

- Introductions and Logging on
- Using IFAS
- Reports

---

### Contents

Topic	See Page
Structure of Participant's Manual	5
Part 1: Introductions and Logging On	6
IFAS 101 Review 1	19
Part 2: Using IFAS	21
IFAS 101 Review 2	31
Part 3: Reports	35
IFAS 101 Review 3	49
Glossary	51

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## Structure of the Participant's Manual

---

**Introduction**      There are three parts to the manual. Each part contains objectives that explain what you should be able to do at the completion of the section.

---

**Contents**      There are procedures, diagrams, tables or graphics, and review questions in this manual. Please feel free to write notes or highlight important sections.

A Glossary is provided. Refer to the words during the class and at your desk, as needed. The Table of Contents in the front of the manual lists topics and page numbers.

---

# Part 1: Introductions and Logging On

## Overview

---

**Introduction** When asked, introduce yourself by name, identify your department, and rate your experience with Microsoft computer software by choosing a number from 1-10, with 10 being the highest rating.

---

**Information** Administrative information includes vending, emergency exit, and breaks.

---

**Objectives** The following objectives are covered in this section.

- Define IFAS and its function.
- Describe Insight and how it relates to IFAS.
- Complete Insight logon procedures.
- Describe procedures used for changing an IFAS password and tell why it would be necessary to do so.

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*Continued on next page*

## Overview, Continued

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### Contents of Part 1

This part of the manual contains the following topics.

<b>Topic</b>	<b>See Page</b>
The Function and Components of IFAS	8
Insight	9
The Shift Key Logon	10
Changing Your Password	12
Regular Logon	14
Navigation in Insight	15
IFAS 101: Review 1	19

---

# The Function and Components of IFAS

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**Introduction** IFAS is the software Harris County uses for its financial and administrative functions. The acronym stands for Integrated Financial Administrative Solution.

---

**Modules** IFAS is software that has been divided into large modules or sections to address the financial functions of the county. These modules include Purchasing, Budget, Payroll, Employee Maintenance, and others. If you have proper security clearance you can enter a module and work within it.

The work you do in a module is saved and is then used for the financial and accounting mechanism of the entire county. This ranges from adding new employees to issuing receipts. The information that you enter into the system can be used to generate reports for your department and others.

---

**Tasks/  
Functions** Your work in an IFAS module is broken into tasks; for example, you may need to enter data into several screens in order to create a report for the new fiscal year budget.

To carry out your responsibility, you need to know the IFAS system and how to navigate it. The first part of this navigation is Insight.

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# Insight

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**Introduction** Insight is a graphical user interface (GUI, “gooey”) for IFAS.

---

**Point and Click** IFAS allows you to use the Windows® standard method of navigating; that is, clicking on icons, tabbing, and typing in names to take you to the system.

---

**Passwords** You must change your password every 60 days. The system will warn you before the period elapses.

---

# The Shift Key Logon

## Introduction

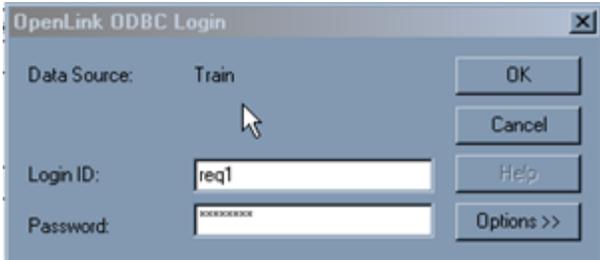
The Shift Key Logon is one that is used in specific cases. It allows you to choose the database you wish to use.

## Logging on (with the Shift key)

**Shift Key logon procedures** are used in the following instances.

- You have changed your password.
- The system notified you to change your password.
- You want to access a different database.

The procedure is as follows.

Step	Action
1	Click on the Start menu at the bottom left of your screen.
2	Press the Shift Key and click on Insight on the Start Menu. Keep the Shift Key depressed until you see a dialog box that says, " <b><i>Bi-Tech System Catalog Connection.</i></b> "
3	Release the Shift Key.
4	Click on the database you want to use. <b>Syscat_prod</b> is production. Use <b>Train</b> for training purposes.
5	Click the Select button or press Enter.
6	In the <b>OpenLink ODBC Login</b> dialog box, type in your user ID (usually the first character of your first name and the first 7 characters of you last name). <b>Note: Type the ID using lower case letters only.</b>
7	Tab and type in your new password. <b>Note: Type the password using lower case letters only. See Figure 1 below. Your password must have two numbers in it.</b>  <p style="text-align: center;">Fig 1</p>

*Continued on next page*

## The Shift Key Logon, Continued

---

**Logging on  
(with the Shift  
key) (continued)**

<b>Step</b>	<b>Action</b>
8	Press Enter or click the OK button.
9	In the Insight “Connect to (database name)” box, enter the Password again in lower case letters.
10	Press Enter on your keyboard.

---

# Changing Your Password

---

**Introduction** The following section gives you information about your password.

---

**Changing your password** You must change your password *before* 60 days has passed. If you don't, it will expire. In that case, you will not be able to access IFAS until Security re-issues a password to you.

---

**Procedure** Do not share your password with anyone and never choose, "Save the Password" option when you logon. Any work done under your password is your responsibility. Saving the password at your computer will allow others to login under your user ID.

Change your password *prior* to 60 days.

The **procedure for Changing a Password** is as follows.

Step	Action
1	Double-click the "Change IFAS Password" icon on your desktop. The following box will appear.

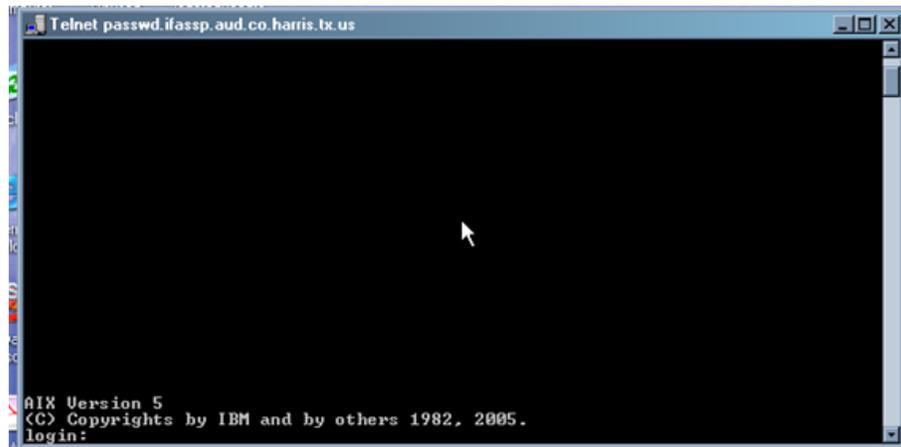


Fig. 2

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*Continued on next page*

## Changing Your Password, Continued

---

### Procedure (continued)

Step	Action
2	Type your user ID after “login.”
3	Type your old password. (Type in lower case letters only.) Press Enter. All passwords must have 2 numbers in them. The total number of characters must be 6 at the minimum and 8 as maximum.
4	When asked “Do you want to change your password,” type <b>y</b> and press Enter.  <b>Note: If you are changing your password because the system has prompted you to do so, a statement tells you that you must change your password. Follow the prompt directions.</b>
5	Type in the old password. Press Enter.
6	Type in the new password. Press Enter.
7	Confirm the new password by typing it again. Press Enter.
8	A question will ask you, “Do you want to change your password?” This time type <b>n</b> for no. Press Enter.
9	A message will appear saying that the “Host Lost.” Click OK.
10	Exit by clicking on X in the upper right corner of the screen.

After you have changed your password, you must log on by holding down the Shift key while you click on Insight name. Holding down the Shift key will bring up the Bi-Tech System Catalog Connection box listing the databases that you can access. See the Shift Key Logon Procedures above.

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*Continued on next page*

# Regular Logon

---

## Introduction

After you have changed your password and logged in using the Shift Key Logon Procedure, you will use a Regular Logon Procedure from then on, unless you want to go into a different database. The system recognizes your password and the database you want to work in.

---

## Logging on

Follow these steps for a **Regular Logon**.

Step	Action
1	Click on the Start menu at the bottom left of your screen.
2	Click on Insight on the Start Menu.
3	In the “Connect to (database name)” dialog box, your user ID will appear in the IFAS User field.
4	<ul style="list-style-type: none"><li>a. If the user name is correct, tab to the IFAS Password field.</li><li>b. If the user name is not correct, type the correct one in the field. Tab to the password field. Type the IFAS Password.</li></ul>
5	Press Enter or click the Connect button.
6	The Explorer view will appear with the IFAS menu tree. If it does not appear, click the “house” button in the menu bar.

---

# Navigation in Insight

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## Introduction

The following section defines how to navigate in Insight in order to get to IFAS functions.

---

## Navigating Insight

There are two views in IFAS: Explorer and Output. Figure 3 shows the Menu Tree from which you select a module. This is called the Explorer view.

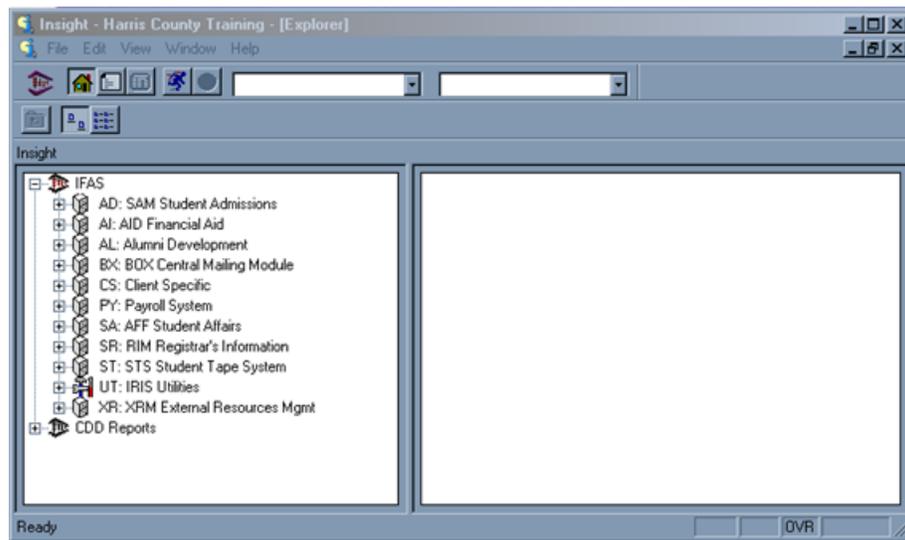


Fig. 3

By opening modules and sub-modules, you navigate to the “functions” or tasks you need.

There are three ways to get to the task you need: 1) through the Menu tree and 2) by entering a mask which is a code typed into the empty field on the right, the Type Ahead History Box. 3) by clicking on the drop down box on the Type Ahead History Box and selecting from the listing of previously used masks. The mask usually consists of the first two characters of the module, sub-module and letters from the function. Clicking on a - sign will close that level in the directory tree.

---

*Continued on next page*

## Navigation in Insight Continued

---

### Menu Scheme Field

The Menu Scheme field is on the left of the Type Ahead/History field and lists the names of any menu schemes that you have used. See the Using Options section.

---

### The Menu Tree - Explorer View

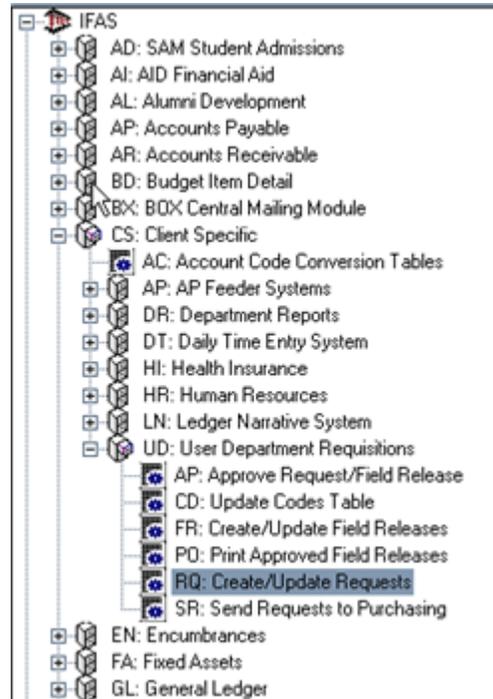


Fig. 4

To get to a task by using the Menu tree, simply click on the + sign that precedes the name of module and sub-module. Then, select the function (task) by double-clicking on it. In Figure 4 above, the Client Specific module is opened, the User Department Requisitions sub-module is opened, and the Create/Update Requests function is selected. Double-clicking on this function takes you directly to the IFAS screen.

---

*Continued on the next page*

## Navigation in Insight, Continued

---

### Masks

If you wanted to use a mask for the task in Fig. 5, enter **CSUDRQ** in the Type Ahead History Box. This means you are requesting the Client Specific module, the User Department Requisitions sub-module and the Create/Update Requests function.

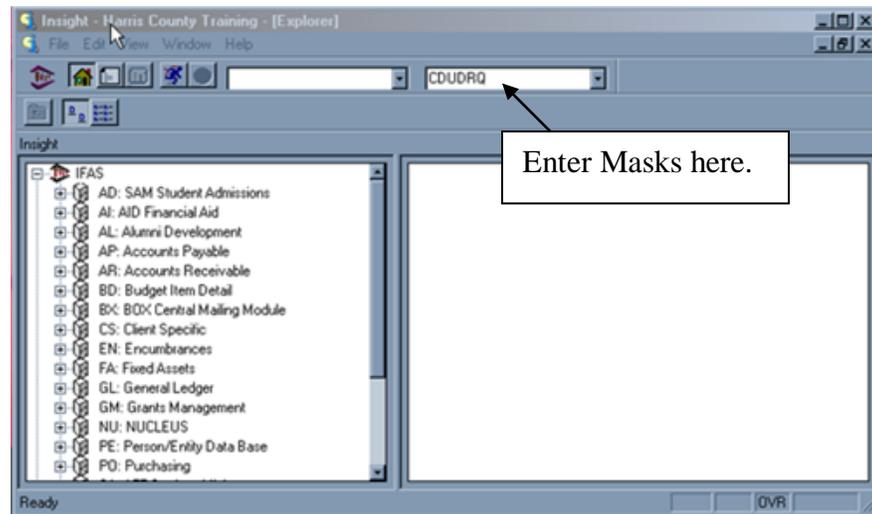


Fig. 5

Just as Microsoft has an hour clock that shows up while it is busy, IFAS displays a spinning logo while it is working. The icon is an abacus, an instrument used for mathematics. It spins when the system is busy retrieving or storing data.

---

*Continued on next page*

# IFAS 101: REVIEW 1

---

## Introduction

Write the answer to these review questions in the space provided.

---

## Passwords

1. When you enter your password, why is it important to make sure that your CAPS LOCK is disabled?
2. What is the minimum and maximum character length for an IFAS password?
3. Why should you never use the “Save Password” option when you logon to IFAS?
4. Why should you never share your password?
5. When do you have to change your password?
6. If the system prompts you to change your password while you are in a session, what should you do?

---

## Insight Navigation

7. What is a mask?
8. What happens when you click the + sign that appears to the left of a module icon? The - sign?
9. What does it mean when the Bi-Tech logo spins?

---

*Continued on next page*

## IFAS 101: REVIEW 1, Continued

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**Answers:  
Passwords**

1. The Cap Lock must be disabled because both the User ID and the password require lower case letters. Without lower case, the system will not recognize you.
  2. The password must be between 6 and 8 characters in length and it will accept both alpha and numeric characters.
  3. Never use the “Save Password” option because it allows others access the system in your name.
  4. Never share your password because anything done using your ID and password will be your responsibility.
  5. You change your password before 60 days has passed.
  6. You can change your password while in an IFAS session when the system prompts you. However, this password is valid for only one hour. It is best to exit the session as soon as you are prompted and do so via the desktop.
- 

**Answers:  
Insight  
Navigation**

7. A mask is a set of letters that are made up of the first two letters of the items within the Insight Menu Tree that are grouped together. A mask will have a minimum of 4 characters if no sub-module is specified.
  8. When you click the + sign before a module or sub-module, the item is opened to expose sub-modules or functions.
  9. When the Bi-Tech logo spins, the system is busy.
-

## Part 2: Using IFAS

### Overview

---

**Introduction** There are two screens that you use in the IFAS program; these are Data Entry and Triad. You enter data in each type.

---

**Objectives** The following are objectives covered in this section.

- Identify the two types of screens in IFAS.
- Explain the IFAS Data Screen Modes and their function keys.
- Identify the TRIAD Screen Modes and their function keys.
- Create a record.
- Define GL and JL account codes.
- Explain how to locate records.
- Identify two options you have in IFAS.

---

**Contents of Part 2** This part contains the following topics.

<b>Topic</b>	<b>See Page</b>
Output View	21
IFAS Data Entry Screen	22
Triad Screen	24
Creating a Record	25
Using Options	27
Review 2	32

---

## Output View

### The Output View

A second view you have into IFAS is the Output view, seen in Fig. 6.

Go to it by clicking the new page icon  in the menu bar. The Output view gives general information.

```
AIX Version 5
(C) Copyrights by IBM and by others 1982, 2005.
login: traina
traina's Password:
*****
*
*
* Welcome to AIX Version 5.3!
*
*
* Please see the README file in /usr/lpp/bos for information pertinent to
* this release of the AIX Operating System.
*
*
*****
Last unsuccessful login: Wed Apr 25 08:14:15 2007 on /dev/pts/6
Last login: Tue May 8 06:31:20 2007 on /dev/pts/0 from 10.8.54.15

10:26:16 AM May 08 (Julian 128)

Begin NU010 <2.95> TUE, MAY 08, 2007, 10:26 AM IFAS 7 /7550
■
```

**Fig. 6**

# IFAS Data Entry Screen

---

## Introduction

This section gives information about the Data Entry Screen and its use.

---

## Characteristics of the IFAS Data Entry screen

There are two types of screens in IFAS: IFAS Data Entry and the TRIAD screen. You can determine which type of screen you are viewing by the navigation tool that is displayed. The IFAS Data Entry screen uses the following toolbar to navigate.



Fig 7

Anytime you see this toolbar in the menu bar at the top of the screen, you know that you are on an IFAS Data Entry screen. These individual buttons are linked to function keys that you may also use while in this screen. In addition, there are two modes of actions in this screen.

- **Collect**  allows you to enter new records into the database.
- **Browse**  allows you to:
  - Update a record
  - Maintain or change a record
  - View a record (by “paging” through)
  - Delete a record

You can also use function keys, instead of the toolbar.

---

*Continued on next page*

## IFAS Data Entry Screen, Continued

### Function keys for IFAS Data Entry screens

The following diagram gives you the controls (F keys) for the operations in Data Entry Screens.

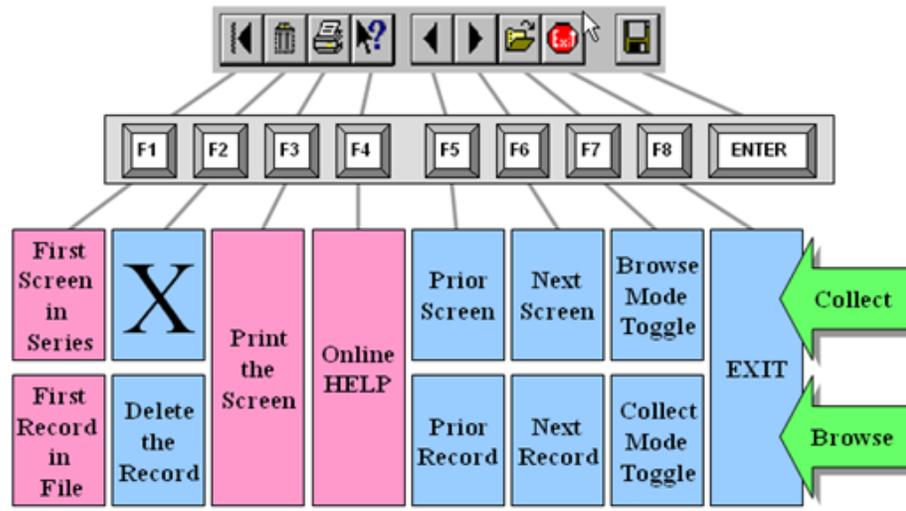


Fig. 8

### Searching

When you search for an item in the Browse Mode, use the @ for the IFAS Data Entry screens as a wildcard. This symbol will yield anything that contains the letters that preceded or followed it. When searching for a name in the selection criteria dialog box, use \* as the wildcard.

# Triad Screen

**Introduction** This section give you information about the Triad Screen and its use.

**Characteristics of the TRIAD screen** The Triad screen contains this navigation bar.



Fig 9

The middle rectangle denotes the mode you are currently in.

There are three modes of operation for the Triad screen.

- **Add** is where you enter new records into a database.
- **Browse** allows you to:
  - Update records
  - Maintain or change a record
  - View a record
  - Delete a record
- **Select** allows additional search or query options.

**Function keys for TRIAD screens**

The following diagram gives you the controls for the operation of the Triad Screen.

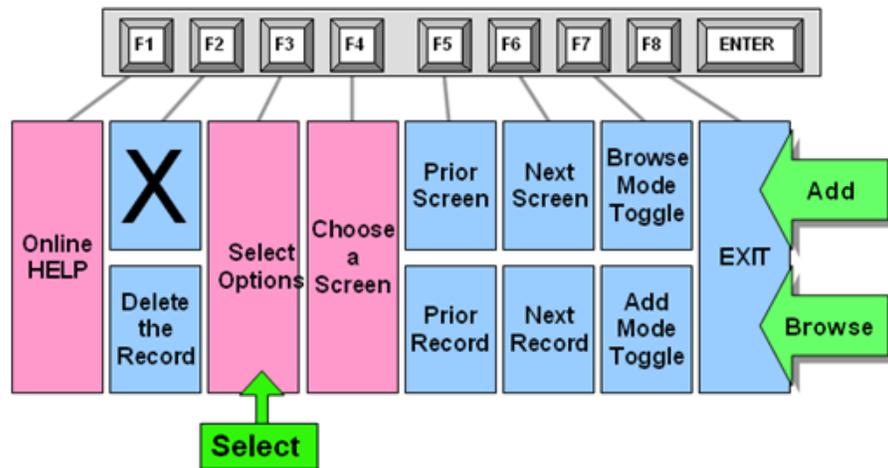


Fig. 10

# Creating a Record

---

## **Introduction**

This section covers how to create a generic record in IFAS.

---

## **General Procedures for Creating a Record**

Here are some things to remember when working in IFAS.

- To move between fields, use the Tab key and the four arrow keys.
  - To save your record, press Enter.
  - Watch the bottom left-hand corner of the IFAS screen for messages.
  - Type in the alpha character mask in the upper right field on the Explorer screen to display your screen quicker.
- 

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## Creating a Record Continued

---

**Account Codes:** The following figure gives you the criteria for an Org Key and an Object Code.  
**GL**

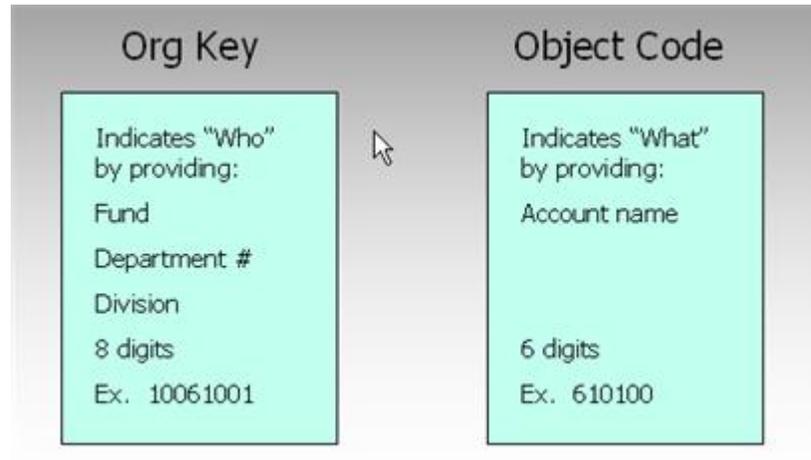


Fig. 11

---

**Account Codes:** The following figure gives you criteria for the JL Key and the JL Object Code.  
**JL**

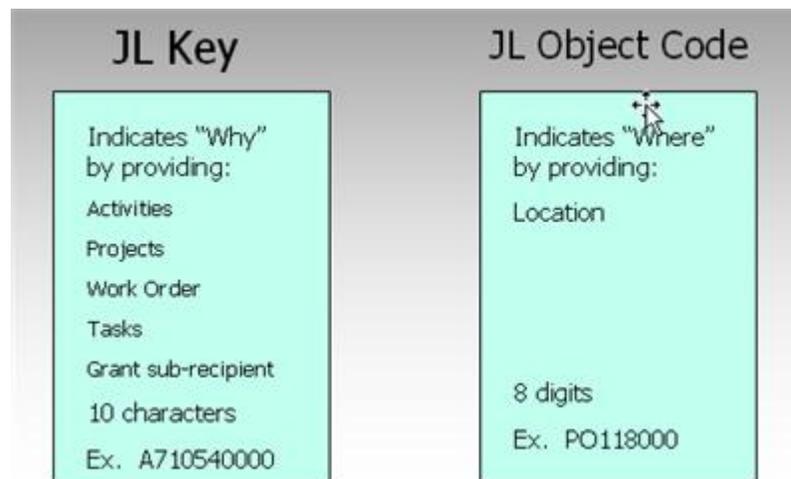


Fig. 12

---

**Practice** Follow the instructor's directions to create a record. Use the data provided.

---

# Using Options

---

**Introduction** The section that follows gives you a way to customize your IFAS work space. Menu schemes are an assortment of favorite functions or tasks. Following these procedures will allow you to access them quickly through a button on the toolbar, a shortcut key that you specify, or a menu item. These options will take you immediately to the function that you specify.

---

**Menu Schemes** With a menu scheme, work is faster than using a Mask or the Menu Tree. It allows you to insert a customized menu name in the menu bar of the application. When you click it, it takes you to the function you specified.

A menu scheme is optional, but it can improve your efficiency.

Procedures to create a menu scheme are as follows.

Step	Action
1	With a function selected, choose the <b>Edit</b> menu option from the IFAS Explorer view. A dropdown list opens.
2	Choose the <b>Customize</b> option from the dropdown list. The <b>Select</b> dialog box opens. This box displays all current menu schemes and their user names.  <b>Note:</b> If you have a menu scheme selected when you start this procedure and the General dialog box appears, you must click the Back button twice to get to the Select dialog box.
3	On the Select dialog box, click the <b>Add</b> button  in the upper part of the box. The <b>Advanced</b> dialog box opens.
4	Click the <b>Other users may use this menu</b> option. <b>Note:</b> This options means that other users can use this menu scheme, but they cannot change it.
5	Click the <b>Next</b> button at the bottom of the box. The <b>General</b> dialog box opens with the <b>Menu Scheme</b> field at the top.

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*Continued on next page*

## Using Options, Continued

---

### Menu Schemes (continued)

6	Click the <b>Add</b>  button, the new page icon, in the upper part of the box. Choose <b>Add Favorites</b> . The <b>Properties</b> dialog box opens.
7	Type your first name in the <b>Description</b> field (this will be the menu item you see in the menu bar) and click <b>OK</b> . The <b>General</b> dialog box is visible. You have just completed the menu item scheme. To finish, click Finish. To associate an icon to the function, continue this procedure.

---

## Using Options, Continued

### Menu Schemes

continued

8	Click the new page icon.
9	Choose the <b>Add Favorites</b> option from the dropdown list.
10	Click the <b>Change Icon</b> button in the <b>Favorite Properties</b> dialog box to choose an icon to connect to your shortcut. The <b>Change Icon</b> dialog box opens.
11	<p>Choose an icon from the list of options.</p> <p><b>Note:</b> You cannot use the following three icons.</p> <ul style="list-style-type: none"><li>– Bi-Tech icon</li><li>– Bi-Tech logo icon</li><li>– Running Man</li></ul>
12	<p>Click the <b>OK</b> button to save your choice. The program returns to the <b>Favorite Properties</b> dialog box. Choose the icon you want to display. Click <b>OK</b>. On the <b>Favorite Properties</b> box, choose the function that you want to associate with the icon. The name of the function appears in the <b>Description</b> field. Click <b>OK</b>. On the <b>General</b> dialog box, click <b>Finish</b>.</p> <p>You have just associated an icon to the function. When you are finished, cancel out of the dialog boxes.</p> <p>Continue for setting a control key.</p>
13	<p>From the <b>General</b> dialog box, click the <b>Add</b> icon near the top of the box. Click <b>Add Favorite</b>. Choose the function in the directory tree that is visible.</p> <p>Click the <b>Set Shortcut Key</b> option in the <b>Favorite Properties</b> dialog box to assign a shortcut key. The <b>Assign Shortcut</b> dialog box opens.</p>

14	<p>Type a letter in the <b>Press new shortcut key</b> field. Both the <b>Ctrl +</b> and the letter appear in the field.</p> <p><b>Note:</b> If the message under <b>Current Assignment</b> says anything other than <b>Unassigned</b>, you must choose another letter.</p>
15	<p>Click the <b>OK</b> button. The program returns to the <b>Favorite Properties</b> dialog box.</p> <p><b>Note:</b> The shortcut key you created appears in the <b>Shortcut Key</b> field. Even though it is grayed-out, the key is still valid.</p>
16	<p>Click the <b>OK</b> button. The program returns to the <b>General</b> dialog box, which shows the icon you selected.</p>
17	<p>Click the <b>Finish</b> button. The <b>IFAS Explorer</b> view opens showing the icons you added. You may test the control key that you created (it will bring up the first screen of your function). You will see the name that you assigned to the function.</p>

---

---

## Using Options, Continued

### Practice

Use the following to complete the exercise based on the instructor's directions.

- Allow others to derive from your menu.
  - Create a menu scheme using your last name.
  - Create a menu description using your first name.
  - Select a function from the menu tree to use as a favorite. Create a shortcut key and leave the default icon.
-

## IFAS 101: REVIEW 2

---

### Introduction

Write the answer to these review questions in the space provided.

---

### Insight

1. What important information is found in the title bar of Insight?
  2. Where is the Type Ahead/History box located?
  3. What is the function of the Type Ahead/History box?
  4. In what ways can you switch between the Explorer and Output views?
  5. Explain how to open a function (task) by navigating the Insight Menu Tree.
  6. How can you access a previously used mask?
- 

### TRIAD

7. How do you know if you are in a Triad screen?
  8. How do you know which mode you are in on a Triad screen?
  9. Which keys should be used to move between fields?
  10. Which key is used to save information?
- 

*Continued on next page*

## IFAS 101: REVIEW 2, Continued

---

**TRIAD**  
(continued)

The following figure is a diagram of Triad screens function keys.

---

MODE	F1	F2	F3	F4	F5	F6	F7	F8
ADD	help	n/a	options	screen	previous screen	next screen	browse	exit
BROWSE	help	delete	options	screen	previous record	Next record	add	exit

**Function Keys**

11. What is F7 used for in the Triad data-entry screen?

12. What does F6 do in Add mode? In the Browse mode?

13. What does F5 do in Add mode? In the Browse mode?

14. What does F4 do in a Triad screen?

15. How should one navigate in the Triad mode?

16. What mode can you save information in the data fields? What key do you use to save?

17. What function key allows you to use a pick list?

---

*Continued on next page*

## IFAS 101: REVIEW 2, Continued

---

**Account Code  
Structure**

What do the first three characters of the GL key represent?

What characters represent the department number in a GL Key?

Which of these does the GL key define?

Who

What

When

Where

Why

On a GL Object Code, what do the first four characters identify?

What does a JL code identify?

---

*Continued on next page*

## IFAS 101: REVIEW 2, Continued

---

**Answers:  
Insight**

1. The name of the database you are working in.
  2. It is on the right hand side above the directory tree.
  3. The function of this box is to bring up the mask that you enter.
  4. Press the “page” button.
  5. Press the + on each directory until you get to the name of the task you want to complete.
  6. Use the drop down arrow next to the Type Ahead History box.
- 

**Answers:  
TRIAD**

7. The triad menu bar appears.
  8. The center button on the triad menu bar tells you the mode you are in.
  9. The arrow keys should be used to move.
  10. The Enter key saves the record.
  11. The F7 toggles between the browse mode and the add mode.
  12. F6 in the Add mode brings up the next screen. In Browse, it brings up the next record.
  13. F5 takes you to the previous screen in both the Add mode and the Browse mode.
  14. describes the screen or data field
  15. Use the arrow keys and tab.
  16. Save information in the Add mode. Enter saves.
  17. The F1 key takes you to a pick list (help)
- 

**Answers:  
Account Code  
Structure**

18. The first 3 numbers represent the Fund number.
  19. The department number is the second three numbers.
  20. GL defines who and what.
  21. Account number
  22. Why and Where is communicated by the JL codes.
-

# Part 3: Reports

## Overview

---

### Introduction

IFAS includes several types of reports.

- File Listings
  - Standard Reports
  - Client specific Reports (Click, Drag and Drill reports)
  - Ad Hoc Reports.
- 

### Objectives

The following objectives are covered in this section.

- Navigate to File Listing reports
  - Describe the function of the Account Transactions report.
  - Be familiar with at least five of the classifications of File Listing reports.
- 

### Contents

Topic	See Page
Standard Reports	36
File Listing	37
CDD Reports	43
Exporting CDD Reports to Excel	45
Review 3	50
Glossary	52

---

# File Listing

---

## Introduction

These reports represent reports with the Object Codes currently held in the General Ledger (GL) database.

---

## Key Information

Complete the following procedure to choose a report.

Step	Action
1	From the Menu Tree, select GL: General Ledger
2	Select RE: Report
3	Double-click GL Database File Listing
4	You will see fourteen types of reports to choose from

One of these reports is Account Transactions. This report details transactions for Object Codes within the Org. Keys. The user defines date ranges. This report will display text detail associated with the transactions. If you choose to display text detail, it will be displayed every time the reference or job number changes.

The following classifications represent the File Listing report formats.

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*Continued on next page*

## File Listing, Continued

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### Key Information (continued)

- Common Codes (CO) - This reports NUCLEUS, Common Code definitions. The system requires you to enter the Common Code Categories to be listed
  - Default Account Mapping (DF) - Data allows for the mapping of GL or JL defaults.
  - General Information (GN) This reports the GL General Information created through GLUPGN.
  - Organization Key Information (KY) This reports the details defined for each organization key crated through GLUPKY. A long or short format is available. Selection criteria and a sort function are provided.
  - Object Code Information (OB) This reports gives the details defined for each object code created through GLUPOB. A long or short format is available. Selection criteria is provided.
  - Object Group Codes (OG) This reports the Object Group codes and defined titles. Selection by Object Group is provided.
  - Organization Part Codes (PT) This reports the Organization Part codes and titles that have been defined. Selection by Organization Part is provided.
  - Quick account numbers (QU) This reports the Quick Account Numbers defined and associated organization key and object code.
  - Rule Logic for Key Creation (RU) This classification reports the Rule Logic defined which controls the proper association of Org Parts to Org Keys
  - Subsystem Interface (SI) This reports the Subsystem Interface definitions and all associated relationships between GLUTSPSI, GLUTSPPP, FDID, CKID, GLUTSPSC, and GLUTSPPM.. It checks to see if there are any undefined parameters. Selection criteria are by Ledger, Subsystem ID or Subsystem Register.
-

# Standard Reports

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**Introduction** This section gives you basic information for creating standard reports.

---

**The Basics** To access the Standard Reports, follow these steps.

<b>Step</b>	<b>Action</b>
1	Click on General Ledger plus sign on the Insight Menu Tree.
2	Select RE: Reports.
3	Double-click Standard Reports.
4	Choose a report.

**Note: Harris County generally uses CDD reports rather than the Standard Reports covered here. Report Definition Files (RDF) are not used.**

---

## Standard Reports Continued

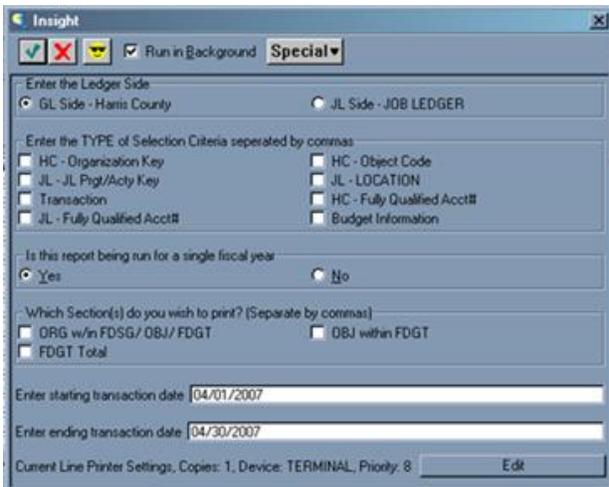
---

### Selection Criteria

The first item for selection is the Ledger that you want to use, the General Ledger or the Job Ledger.

You may select:

- Type of Selection Criteria you want reported. You may choose more than one.
- The fiscal year
- The printing criteria.
- The starting and ending transaction dates.



The screenshot shows the 'Insight' application window with the following settings:

- Run in Background:
- Special: **Special**
- Enter the Ledger Side:
  - GL Side - Harris County
  - JL Side - JOB LEDGER
- Enter the TYPE of Selection Criteria separated by commas:
  - HC - Organization Key
  - JL - JL Prtg/Acty Key
  - Transaction
  - JL - Fully Qualified Acct#
  - HC - Object Code
  - JL - LOCATION
  - HC - Fully Qualified Acct#
  - Budget Information
- Is this report being run for a single fiscal year:
  - Yes
  - No
- Which Section(s) do you wish to print? (Separate by commas):
  - ORG w/in FDSG/ OBJ/ FDGT
  - OBJ within FDGT
  - FDGT Total
- Enter starting transaction date: 04/01/2007
- Enter ending transaction date: 04/30/2007
- Current Line Printer Settings, Copies: 1, Device: TERMINAL, Priority: 8
- Buttons: Edit

Fig 14

### Selection Criteria

**Note: If no selections are made, all items for the selected ledger will be reported. This will generate hundreds of pages. Always limit your search by choosing selection criteria.**

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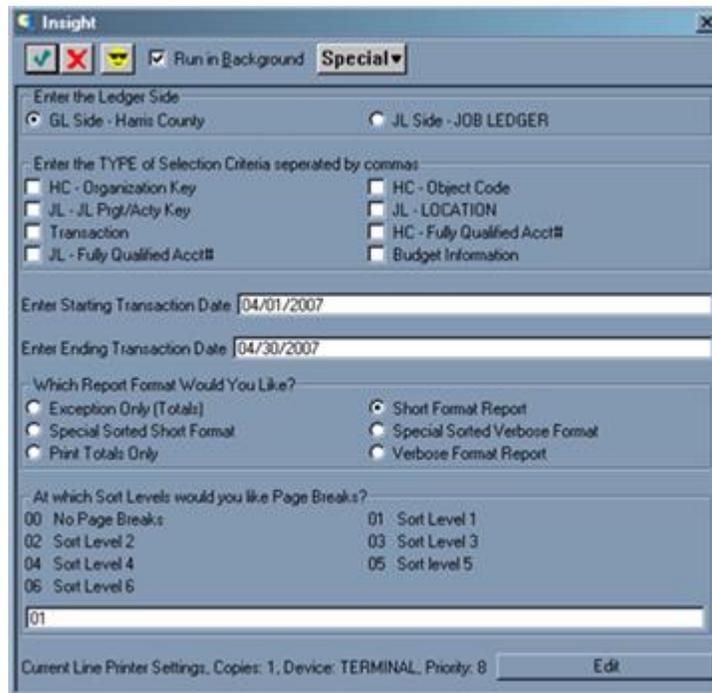
## Standard Reports Continued, Continued

---

### Types

More than one type of selection criteria may be selected.

- To see a range of object codes within a specific fund, click on both the Organization Key and the Object Code.
- To see a specific batch of transactions distributed to a range of object codes, click on Object Code and Transaction.



The screenshot shows the 'Insight' application window with the following configuration options:

- Run in Background:**
- Special:**  (dropdown menu)
- Enter the Ledger Side:**
  - GL Side - Harris County
  - JL Side - JOB LEDGER
- Enter the TYPE of Selection Criteria separated by commas:**
  - HC - Organization Key
  - JL - JL Prgt/Acty Key
  - Transaction
  - JL - Fully Qualified Acct#
  - HC - Object Code
  - JL - LOCATION
  - HC - Fully Qualified Acct#
  - Budget Information
- Enter Starting Transaction Date:** 04/01/2007
- Enter Ending Transaction Date:** 04/30/2007
- Which Report Format Would You Like?:**
  - Exception Only (Totals)
  - Special Sorted Short Format
  - Print Totals Only
  - Short Format Report
  - Special Sorted Verbose Format
  - Verbose Format Report
- At which Sort Levels would you like Page Breaks?:**
  - 00 No Page Breaks
  - 01 Sort Level 1
  - 02 Sort Level 2
  - 03 Sort Level 3
  - 04 Sort Level 4
  - 05 Sort level 5
  - 06 Sort Level 6
- Sort Level Input:** 01
- Current Line Printer Settings:** Copies: 1, Device: TERMINAL, Priority: 8
- Edit:**

Fig 15

Figure 15 shows the criteria that you can choose for File Listing. Enter the ledger, type of selection criteria, the date range, the format, and sort levels.

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*Continued on next page*

## Standard Reports Continued, Continued

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### **Types** (continued)

If a “Type of Selection Criteria separated by commas” is selected, a menu option appears on the screen to show the criteria available based on the selection Type. This narrows the search to individual values or a range of values. These criteria include the Org Key, Location, and Transaction Data. For example, if the HC Object Code is checked, Selection Criteria for the Object Code appears so that individual criteria are reported.

---

### **Sort Order**

In Fig. 15, note the bottom section dealing with order. The sort option provides the capability to group data in difference orders. When filling out the sorting section, there may be one to eight levels of sorting. If a sort order is not specified, a default sort order will be used.

You can also specify where you want Page Breaks to occur.

---

## CDD Reports

---

### Introduction

CDD reports are named for the Click, Drag, and Drill features. To access these reports, either click the blue running man icon in the toolbar or choose CDD reports at the end of the Menu Tree.

A listing of reports will appear for you to select from. Click the + sign in front of the titles to open the exact report you want.

---

### Report titles

Reports show by description by default (see Fig 16). If you want to change the way the reports are listed, right click in any white area of the dialog box. Choose “Show Name and Description.”

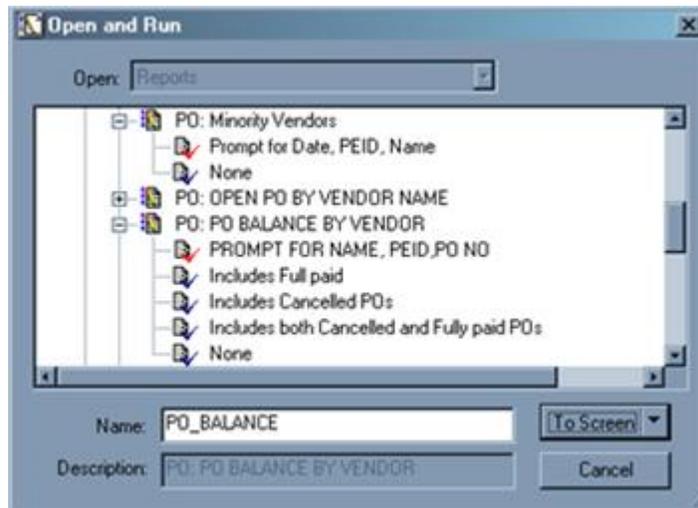


Fig 16

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*Continued on next page*

## CDD Reports, Continued

### Report titles (continued)

The following shows the Name and Description listing for Fig. 17.

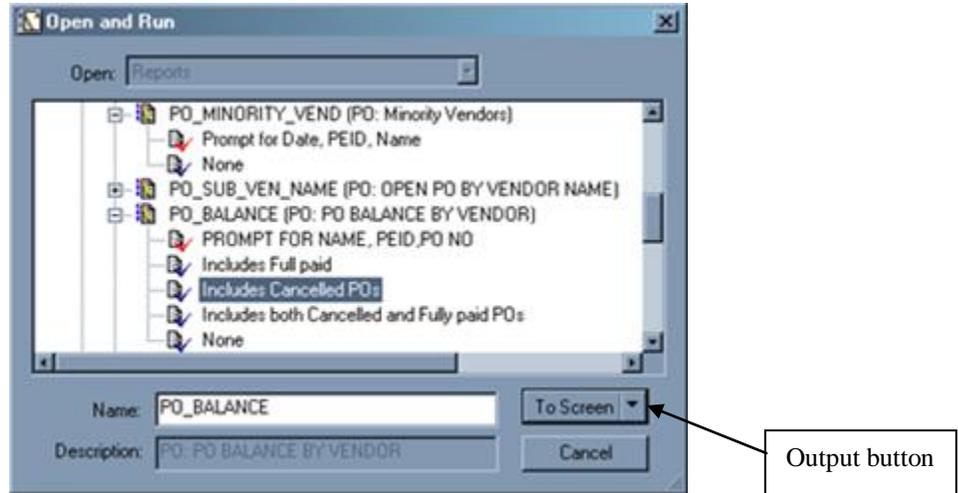


Fig 17

### Output

To change the output method, click the down arrow for the Output button to the left of the name field. It displays the current output choice. You can have the output go to the screen, to the printer, or to an electronic file.

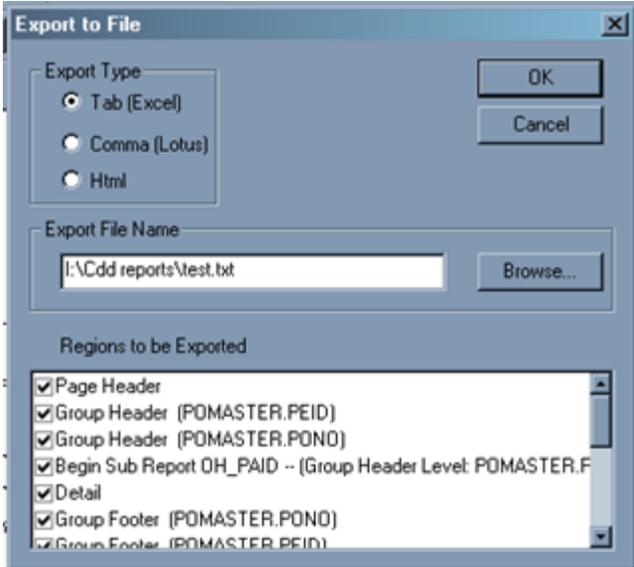
Step	Action
1	Click the Output button down arrow. Note that the chosen file is no longer highlighted.
2	Click the Output button once.
3	A Prompts box appears for you to add the search criteria.

**Note:** When printing a large report, print pages 1-10 first and see how long it takes. You may continue by printing in small increments (up to 50 pages at a time). If you have multiple divisions in your department, request the report by division rather than your department. That may make the print job go faster.

# Exporting CDD Reports to Excel

**Introduction** Before you start this process, run the report in IFAS to be sure that you have selected the desired data.

**Procedure** Follow this procedure to export a CDD report to Excel.

Step	Action
1	Click the running man  in the toolbar.
2	The <b>Open and Run</b> dialog box opens.
3	Select <b>File</b> as output method.
4	Double-click the report you want to run. The selection criteria ( <b>Prompts</b> ) dialog box appears.
5	Enter the desired criteria and click OK. The <b>Export to File</b> dialog box appears.
 <p>Fig 18</p>	
6	Accept the default Export type as <b>Tab</b> (delimited). Click the Browse button to specify the location and file name.

*Continued on next page*

## Exporting CDD Reports to Excel, Continued

### Procedure (continued)

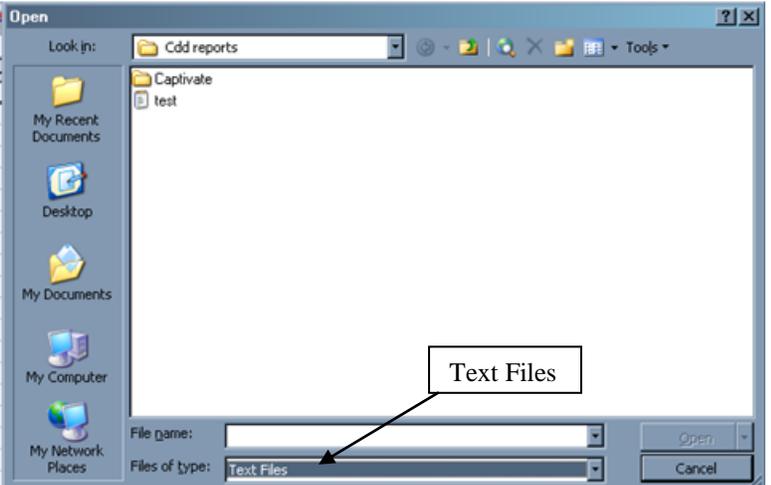
7	Choose the regions that you want to exclude from the report. All regions are included as a default. Clicking on the checkbox will uncheck the item.
8	Click OK.
9	<p>In Excel, select File &gt; Open. Change the Files of Type to Text Files. Specify the location where you saved the CDD text document.</p> 

Fig 19

*Continued on next page*

## Exporting CDD Reports to Excel, Continued

### Procedure (continued)

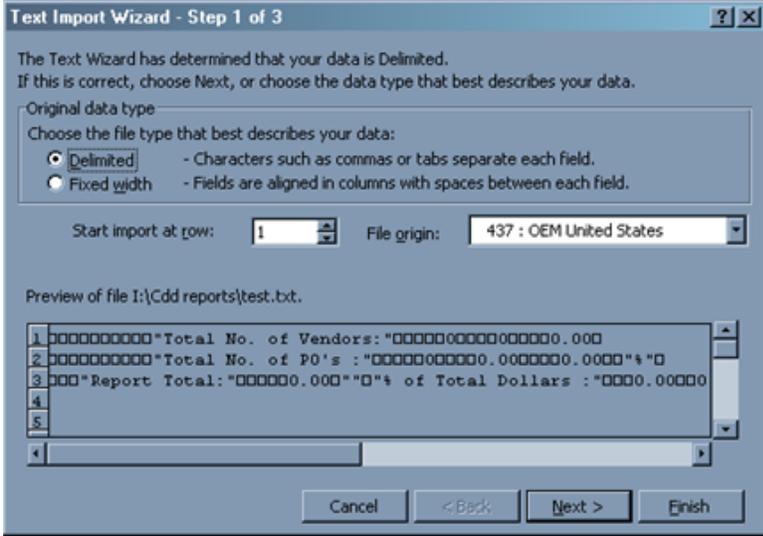
10	Select the name of the file created from the CDD report.
11	<p>Click Open. The Text Import Wizard opens.</p>  <p>The screenshot shows the 'Text Import Wizard - Step 1 of 3' dialog box. It contains the following elements:</p> <ul style="list-style-type: none"> <li>Title bar: Text Import Wizard - Step 1 of 3</li> <li>Instructions: The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.</li> <li>Original data type section:             <ul style="list-style-type: none"> <li>Delimited (selected): - Characters such as commas or tabs separate each field.</li> <li>Fixed width: - Fields are aligned in columns with spaces between each field.</li> </ul> </li> <li>Start import at row: 1</li> <li>File origin: 437 : OEM United States</li> <li>Preview of file I:\Cdd reports\test.txt:             <pre> 1 0000000000"Total No. of Vendors:"0000000000000000.000 2 0000000000"Total No. of PO's : "00000000000.0000000.0000"%" 3 000"Report Total: "000000.000"%"% of Total Dollars : "0000.00000 4 5             </pre> </li> <li>Buttons: Cancel, &lt; Back, Next &gt;, Finish</li> </ul>
12	Select Delimited.

Fig 20

*Continued on next page*

## Exporting CDD Reports to Excel, Continued

### Procedure (continued)

- 13 Click Next. Screen 2 of the Wizard lets you preview the data selected for import. You can see the general format in the table at the bottom of the dialog box.

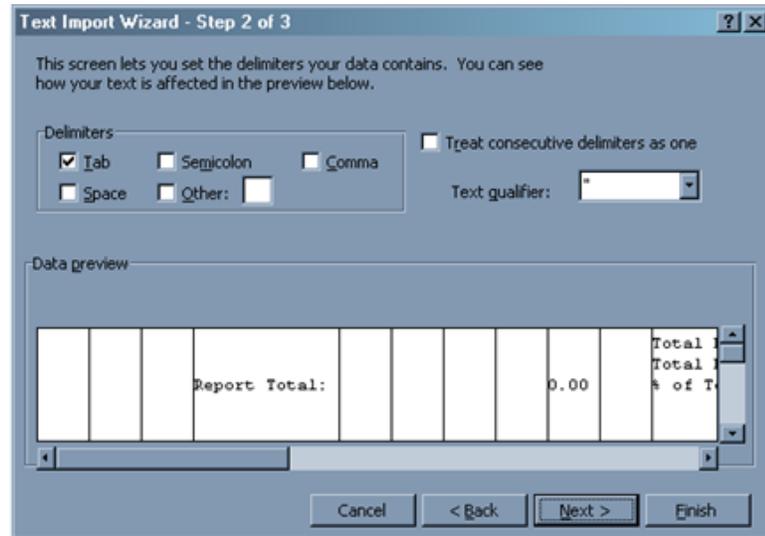


Fig 21

*Continued on next page*

## Exporting CDD Reports to Excel, Continued

### Procedure (continued)

14 The final step is the column data format. Scroll through the data to view the format selected. To change the format, click the desired radio button. You will see the format change for each format in the Wizard.

Column Data Format

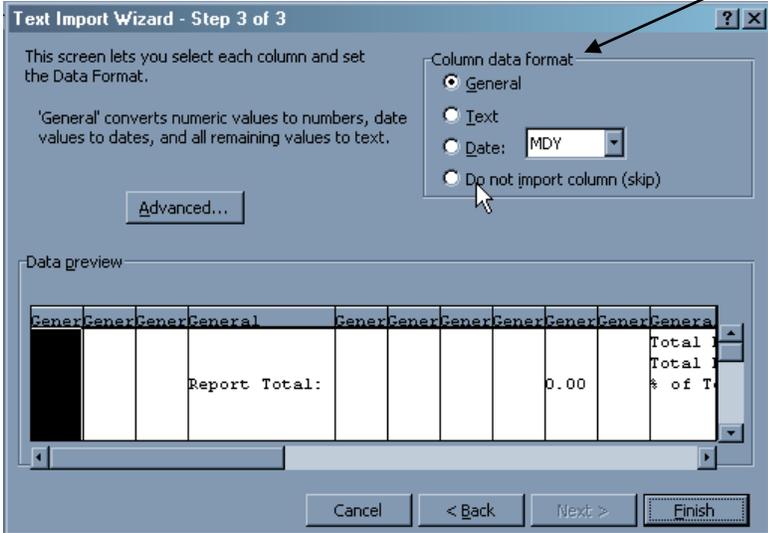


Fig 22

### In Excel

With the CDD report in Excel, you can resize any column or cell to accommodate data. **Note: Excel will default to the portrait orientation. Switch to landscape for easier reading.**

To get the best hard copy of your report, follow these steps.

Step	Action
1	Click the Print Preview icon on the toolbar. This gives a view of what the document will look like after printing.
2	Click the Setup button. Change the orientation from Portrait by clicking the Landscape radio button.
3	Under Scaling options, click the Adjust to radio button and start at 70% and increase the number until all columns are on the same page.
4	You may change margins by clicking File > Page Set up > Margins.

## IFAS 101: REVIEW 3

---

### General Information

1. File Listing Reports represent \_\_\_\_\_ held in the General Ledger database.
  2. True or False Report Definition Files (RDF) are not used in Harris County.
  3. True or False Without specified selection criteria, reports can be hundreds of pages long.
  4. CDD reports are named for: \_\_\_\_\_ and \_\_\_\_\_
- 

### CDD reports

5. How do you change the output method of a CDD report? What options do you have for output methods?

### CDD Reports to Excel

6. In the Text Import Wizard of Excel, when you are importing a CDD report, what file type do you designate as describing your data?
7. Remember to switch the orientation of the Excel report from \_\_\_\_\_ to \_\_\_\_\_.

### File Listing

8. What do you do to see a range of object codes within a specific fund?
-

## Review Answers

---

### General Information

1. Object Codes in the General Ledger database
2. True
3. True
4. Click Drag and Drill
5. Click the Screen button to the right of the name filed. Options are Screen, Printer and File.
6. Delimited
7. portrait to landscape
8. To see a range of object codes within a specific fund, click on both the Organization Key and the Object Code on the Insight dialog box in Standard Reports under RE: Reports under General Ledger in the Insight menu tree.

## Glossary

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<b>Explorer View</b>	Similar to Windows® Explorer; it is used to access the functions of IFAS through the Insight Menu Tree and masks
<b>Functions</b>	Various data entry screens, interactive inquiries and reports found within the Modules
<b>IFAS</b>	Integrated financial Administrative Solutions
<b>IFAS Screens</b>	IFAS data entry screens that are used for updating the selected database; interactive inquiry screens are used for getting information from the database; CDD report screens are used for viewing information on reports.
<b>Insight</b>	The graphical user interface (GUI) for IFAS
<b>Menu Scheme</b>	A collection of functions that can be accessed from either a shortcut key, a tool bar button or a word in the menu bar.
<b>Modes</b>	<p>The means of determining what you can do with data while in a particular Triad or IFAS data entry screen</p> <p>In the Triad screen, there are three modes:</p> <ul style="list-style-type: none"><li>• Add - used to enter new data into the system</li><li>• Browse - used to edit what was entered in the ADD mode</li><li>• Select - used to search for a particular record or data entry</li></ul> <p>There are two modes available in the data-entry screens:</p> <ul style="list-style-type: none"><li>• Collect - used for entering new data into the system</li><li>• Browse - used to edit what was entered in the Collect mode</li></ul>

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## Glossary, Continued

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**Modules** The major components of IFAS found on the Insight Menu Tree; the title with the icon that looks like a filing cabinet

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**Output View** A record of activity done in IFAS until log off; it is in this view that you can input data, perform interactive inquiries, and run reports

---

**Pick List** A listing of all data that can be entered into a particular field

---

**Selection Criteria** Names or descriptions that are entered in a **Prompts** box for a CDD report. They limit the results of a search of the database by retrieving only the specified descriptions.

---

**Shortcut Key** The Control key plus the letter that you have designated in the Menu Scheme Option

---

**TRIAD** Truly Relational Integrated Application Developer; special software

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**Wildcard symbol** In the Triad screen, it is @; the system will search the database for the data part that you entered before or after this symbol

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