Office of Financial Management
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Agency Financial Reporting System

On-Demand Reporting

May 2021

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INTRODUCTION

What is AFRS On-Demand Reporting?

AFRS On-Demand Reporting is a feature which allows you to order the remaining Monthly AFRS reports. The following are the few remaining reports that are available through On-Demand. All other Monthly reports are available within Enterprise Reporting.

MWP260A	Accounts Payable Report (by Payable Number)
MWP265A	Accounts Payable Report (by Vendor Number)
MCP482N	Approved and Adjusted Detail to Date Project Cost Report (by Project)
MCP482P	Approved and Adjusted Detail to Date Project Cost Report (by Sub Project)
MCP482R	Approved and Adjusted Detail to Date Project Cost Report (by Project Phase)

You control the output of On-Demand reports by selecting a printer (local, cluster or remote), or by creating an Exchange Dataset or sending it for online viewing in the Interactive Output Facility (IOF) of the Time Share Option (TSO) region. You can also schedule reports to run on specific dates or days of the week.

The reports may be limited to:

- Any account code that normally appears on the particular report.

    For example: A monthly expenditure activity report could be limited to only object JC (Fixed Assets) for purposes of isolating activity to be booked in the Capital Asset Management System. For one agency this resulted in a 20-page report which summarized JC activity of a 1,200-page report.

- Any account code data that appears on the file from which the report is extracted.

    For example: A program report could be ordered which prints only the amounts associated with a particular project in a program even though project does not appear on that report.

Reports run from the On-Demand Reporting feature are specially marked to avoid confusing them with regular monthly runs of the same reports. The upper left corner of the report pages has one of the following indicators:

Whole reports are marked:	** RD REPORT **
Limited reports are marked:	** RD LIMITED **

Report parameters are printed at the beginning of each group of reports ordered on a report design key. These parameters tell the limiters used, whether the reports ordered were for current or prior biennium and whether they include prior month, current month, or fiscal month 99 or 25. They also indicate whether the prior month was open for posting at the time the reports were run.

Current Month and Prior Month

When scheduling On-Demand Report runs, it is important to understand the terms "**Current Month**" and "**Prior Month**." These are financial fields in the AFRS system which temporarily store fiscal month balances.

For example:

<u>On March 1 - 31</u>	**Current Month**	=	March (fiscal month 09)
	Prior Month	=	February (fiscal month 08)
<u>On April 1 - 30</u>	**Current Month**	=	April (fiscal month 10)
	Prior Month	=	March (fiscal month 09)

Even though agencies will be posting to March (fiscal month 09) during April – until the March cut-off – the financial field in which the March (fiscal month 09) balances reside will have changed from **Current Month** to **Prior Month** on April 1.

Also, **Prior Month** On-Demand Reports can only be run during the next calendar month. For example, On-Demand Reports for FM 08 (February) must be run by March 31 and On-Demand Reports for FM 09 (March) must be run by April 30.

Using Limiters to Order Partial Reports

The On-Demand Reporting function gives agencies the ability to order *partial* AFRS reports. Most of the AFRS Account Code Fields used for transaction input can be used to limit On-Demand Reports. These AFRS Account Codes are referred to as **limiters** because they are used to *limit* the data on the reports.

It is important that **limiters** and reports are chosen carefully to avoid problems of not getting reports or getting complete reports when not needed.

Following are some very general guidelines that may be helpful to you when using limiters:

- Limiters work with reports with prefixes MCP or MWP.
- An asterisk may be used as a wild card to define a range of limiter code elements to be selected for a report. The use of the wild card must be consistent. Examples: GOOD: '001*2 to '001*8'; BAD: '001*5 to '0029*'.
- **A complete list of allowable limiters for these reports is in Appendix A**.
- When specifying an OBJECT for a limiter, select a 2-digit numeric code from the following list (from statewide Descriptor Table 10):

  01 = salaries and wages
  02 = employee benefits   09 = inter agency / fund transfers
  03 = personal services contracts 10 = grants, benefits, and client
          services
  04 = goods and services   11 = debt service
  05 = cost of goods sold   12 = interagency reimbursements
  06 = travel   13 = intra-agency reimbursements
  07 = capital outlays   14 = depreciation, amortization, &
          bad debts

- When specifying a SUBOBJECT for a limiter, select a 2-character alpha code from the statewide Descriptor Table 11, such as:

  AA = state classified
  AB = higher ed classified
  AC = state exempt

  Note: There are NO edits against the limiter codes you input. It is <u>your</u> responsibility to ensure the limiter codes you use are valid!

ON-DEMAND REPORT DESIGN (RD.1)

Screen Purpose and Functions:

The purpose of the **On-Demand Report Design** screen (**RD.1**) is to establish and maintain the Report Design Keys. On this screen you can:

- Specify reports (up to five) to be ordered together.

- Limit the data on the reports to the coding you select.

- Transfer to the On-Demand Report Design Expansion screen (RD.1.1).

- Print a list of Report Design Keys for your agency.

Procedures

At the AFRS Primary Menu, type in your 4-digit agency number and select function **RD** for the On-Demand Report Design Menu. Press [Enter].

```
=== AFRS =(RD)====      ON-DEMAND REPORT MAINTENANCE MENU   ==== C105P500 ====
 TR: _____




                    1 -- ON-DEMAND REPORT DESIGN

                    2 -- VIEW ON-DEMAND REPORT DESIGNS

                    3 -- ON-DEMAND JOB SUBMISSION


             SELECT FUNCTION: _






             PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

At the On-Demand Report Design Menu (**RD**), select function 1 to reach the **On-Demand Report Design** screen (**RD.1**). Press [Enter].

```
=== AFRS =(RD.1)========== ON-DEMAND REPORT DESIGN ============= C105P510 ====
 TR: _____

 FUNCTION: _  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)
   AGENCY: 9990    REPORT DESIGN KEY: ____
   REPORT NUMBERS:  _____   _____   _____   _____   _____


   FM: ___ (CM=CURRENT, PM=PRIOR, 99, 25)   BIENNIUM: _ (C=CURRENT, P=PRIOR)
 _ GENL LED: ____ - ____    _  ORG-IDX: ____ - ____  _ DIVISION: __ - __
 _  BRANCH: __ - __         _  SECTION: __ - __       _ ORG UNIT: __ - __
 _ CST CNTR: __ - __        _  COUNTY: ___ - ___      _    CITY: ____ - ____
 _     FUND: ___ - ___      _ FUND DETL: ___ - __     _ APPN-IDX: ____ - ___
 _     APPN: ___ - ___      _ APPN TYPE: _ - _         _ APPN-CHR: _ - _
 _     FUNC: __ - __        _  PROGRAM: ___ - ___     _  SUB-PRG: __ - __
 _    ACTIV: __ - __        _  SUB-ACT: __ - __       _     TASK: __ - __
 _ PROG IDX: _____ - _____  _ PROJ TYPE: _ - _         _ PROJECT: ____ - ____
 _ SUB-PROJ: __ - __        _ PROJ PHAS: __ - __       _  OBJECT: __ - __
 _  SUB-OBJ: __ - __        _  S-S-OBJ: ____ - ____    _ MAJ-GRP: __ - __
 _  MAJ SRC: __ - __        _     TRAN: ___ - ___     _ WORK-CLS: ___ - ___
 _   SUBSID: _____ - _____ _ SUB-SRCE: _____ - _____
 _      MOS: ____ - ____     _ BUD-UNIT: ___ - ___
             (PF3=RETURN, PF4=VIEW, PF12=MESSAGE, CLEAR=EXIT)
```

An **On-Demand Report Design** screen (**RD.1**) with no data will be displayed. The fields in which you may enter data are as follows:

Function: The functions you can perform on this screen are as follows:

> **A** = Add a Report Design Key
> **C** = Change a Report Design Key
> **D** = Delete a Report Design Key
> **V** = View a Report Design Key
> **N** = Go to the Next consecutive Report Design Key
> **B** = Go Back to the previous Report Design Key
> **P** = Print a list of all agency Report Design Keys
>   (***does not*** print actual reports)

Report Design Key An agency-assigned number which allows you to group up to five reports with the same set of limiters. It is recommended that the agency establish some sort of numbering system either by person or by task to make it easier to keep track of your Report Design Keys.
For example, in some agencies the first two digits of the Report Design Key are the initials of the person ordering or using the reports and the last two digits are consecutive numbers (NJ01, NJ02, NJ03, etc.).

Report Numbers There are five spaces for report numbers. At least one report must be included for each Report Design Key established.

FM (Fiscal Month) Reports are available on a biennium-to-date basis as of the following fiscal months:

CM	=	Current Fiscal Month
PM	=	Prior Fiscal Month
99	=	Fiscal Month 99 (1st fiscal year adjustment month)
25	=	Fiscal Month 25 (2nd fiscal year adjustment month)

Biennium During the period of time when data for the prior biennium is stored on-line, reports are available for two bienniums:

C	=	Current Biennium
P	=	Prior Biennium

AFRS Account Code Fields The AFRS account codes which can be specified in these fields will be referred to as **limiters** in this documentation, as their use in On-Demand Reporting is to limit the data on your reports. AFRS account code fields appearing on this screen are defined in the AFRS INPUT RECORD CODING ELEMENTS guide.

When establishing or updating a Report Design Key, you can leave all the AFRS Account Code Fields blank to get a complete report. However, if you only want to see a section of a particular report, you can define that section by typing in a limiter or a range of limiters. For example, if you want an activity report which captures *only* sub-object JC, you would type *JC* in the field to the right of the sub-object (SUB-OBJ) code. (Edits will prevent you from typing *JC - JC.)*

If you want an activity report which captures sub-sub-objects JC-0001 through JC-0003, you would type *JC* in the field to the right of the sub-object (SUB-OBJ) code **and** you would type *0001 - 0003* in the field to the right of the sub-sub-object (S-S-OBJ) code.

An **asterisk** may be used as a **wild card** to define a range of limiter code elements to be selected for a report. The use of the wild card must be consistent. Examples: GOOD: '001*2 to '001*8'; BAD: '001*5 to '0029*'.

<div style="border: 2px solid black; padding: 20px; background-color: #d9d9d9;">

CAUTION

!!!!!!!!!! KNOW YOUR DATA !!!!!!!!!!

1) YOU WILL NOT RECEIVE AN ORDERED REPORT UNDER THE FOLLOWING CONDITION:

If the **<u>field</u>** for the limiter specified **<u>exists on the file from which the report is extracted,</u>** but there is **<u>no data</u>** for this limiter. (However, the report parameters will list the report as being selected.)

2) YOU WILL RECEIVE AN ENTIRE REPORT RATHER THAN A LIMITED REPORT UNDER THE FOLLOWING CONDITION:

If the **<u>field</u>** for the limiter specified **<u>does NOT exist on the file from which the report is extracted</u>**. (However, the report will still be marked **RD LIMITED**.)

</div>

Adding Report Design Keys

1. On the **On-Demand Report Design** screen (**RD.1**), type an *A* (Add) in the function field.

2. Type in a new **Report Design Key** (4 characters). (Required)

3. Type in the **Report Number(s)** to be ordered in the report name fields (up to 8 characters in each field).   Press [Tab], if necessary, to go to the next field. (Required)

4. Type in the **Fiscal Month** and **Biennium** you want your reports to include. (Required)

5. To limit your report to specific coding elements, type in coding for one report **limiter** or **range of limiters** in any of the AFRS Account Code Fields. (Optional)

6. Press [Enter] to save your Report Design Key. The message "RECORD ADDED" will display at the bottom left of the screen.

Viewing Report Design Keys

1. On the **On-Demand Report Design** screen (**RD.1**), type a *V* (View) in the function field.

2. Type in the **Report Design Key** (4 characters) you wish to view. (Required)

3. Press [Enter] to display the Report Design Key. The message "RECORD DISPLAYED" will show at the bottom left of the screen.

An alternative way to view your Report Design Key when you are not sure of the number is to use the Next function.

1. On the **On-Demand Report Design** screen (**RD.1**), type an *N* (Next) in the function field.

2. Press [Enter] to display the next consecutive Report Design Key.

3. Continue to press [Enter] until the Report Design Key you are looking for is displayed.

Changing Report Design Keys

1. On the **On-Demand Report Design** screen (**RD.1**), View the Report Design Key you wish to change using one of the methods described above.

2. Type a *C* (Change) in the function field.

3. Type in changes to Report Names, Fiscal Month, Biennium, and Limiters as needed. Use the space bar or Erase End of Field key to remove limiters or report names you no longer want.

4. Press [Enter] to save the changed Report Design Key. The message "RECORD CHANGED" will display at the bottom left of the screen.

Deleting Report Design Keys

1. On the **On-Demand Report Design** screen (**RD.1**), View the Report Design Key you wish to delete using one of the methods described above.

2. Type a *D* (Delete) in the function field.

3. Press [Enter]. The message "PRESS ENTER TO DELETE ABOVE RECORD" will display at the bottom left of the screen.

4. Press [Enter] again. The message "RECORD DELETED" will display at the bottom left of the screen.

Print a List of Report Design Keys

To get a listing of all the report design keys for your agency:

1. On the **On-Demand Report Design** screen (**RD.1**), type in **P** (Print) in the function field and press [Enter].

2. The **Batch Job Submission** screen will be displayed with the default values filled in. Change fields, if needed.

3. Press [Enter] to submit your request. The message "JOB SUBMITTED" will display at the bottom left of the screen.

VIEW ON-DEMAND REPORT DESIGNS (RD.2)

Screen Purpose and Function

The purpose of the **View On-Demand Report Design** screen (**RD.2**) is to display the limiters associated with a Report Design Key. This screen:

- Provides view capability *only*.
- Displays a Report Design Key showing *only* the data elements which have been selected as limiters; it displays up to three limiters or ranges of limiters.

Procedures

At the On-Demand Report Design Menu (**RD**), select function 2 to reach the **View On-Demand Report Design** screen (**RD.2**). Press [Enter].

```
== AFRS =(RD.2)======= VIEW ON-DEMAND REPORT DESIGNS ========== C105P520 ====
TR: _____
FUNCTION: _   (V=VIEW A KEY, N=NEXT KEY, P=PREVIOUS KEY)
  AGENCY: 9990    REPORT DESIGN KEY: ____
  REPORT NUMBERS:  ........    ........    ........    ........    ........

  FM:    (CM=CURRENT, PM=PRIOR, 99, 25)    BIENNIUM:   (C=CURRENT, P=PRIOR)
-----------------------------------------------------------------------------
SEL    DATA ELEMENT                  REPORT LIMITING PARAMETERS         -->
 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
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 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
 _   .................  ...... - ......    ...... - ......   ...... - .... .
  (PF3=RETURN, PF7=PAGE BACKWARD, PF8=PAGE FORWARD, PF12=MESSAGE, CLEAR=EXIT)
```

The **View On-Demand Report Design** screen (**RD.2**) with no data will be displayed. The fields that you may enter data in are as follows:

Function The functions you can perform on this screen are as follows:

> **V** = View a Report Design Key
> **N** = Go to the Next consecutive Report Design Key
> **P** = Go to the Previous Report Design Key

If there are more than 13 data elements used as limiters you will need to use the following keys to move forward and backward *within* a report design key:

> **PF8** = Page Forward to More Limiter Fields for this Report Design Key
> **PF7** = Page Backward to Previous Limiter Fields for this Report Design Key

View a Previously Created Report Design Key

There are three basic ways to view a Report Design Key on this screen, as described below. The method chosen depends on where you are in the system and whether or not you know the exact number of the Report Design Key.

If you are already working with a Report Design Key in the On-Demand function:

1. From the **On-Demand Report Design** screen (**RD.1**), press **[PF4]**.

2. The **View On-Demand Report Design** screen (**RD.2**) will display the Report Design Key which had been selected on the previous screen.

If you are just entering the On-Demand function and you know the number of the Report Design Key you want to view:

1. On the **View On-Demand Report Design** screen (**RD.2**), type a *V* (View) in the function field.

2. Type in the **Report Design Key** (4 characters) you wish to view. (Required)

3. Press [Enter] to display the Report Design Key. The message "RECORD FOUND" will show at the bottom left of the screen.

If you are not sure of the number of the Report Design Key you wish to view, use the Next function.

1. On the **View On-Demand Report Design** screen (**RD.2**), type an *N* (Next) in the function field.

2. Press [Enter] to display the next consecutive Report Design Key.

3. Continue to press [Enter] until the Report Design Key you are looking for is displayed.

ON-DEMAND JOB SUBMISSION (RD.3)

Screen Purpose and Function

On-Demand Job Submission screen (**RD.3**) allows you to:

* Create Job Submission Keys, each with up to ten Report Design Keys.
* Submit the Job Submission Key to run reports at any time the AFRS screens are available.
* Schedule Job Submission Keys to run reports in the future:
    * On AFRS closing dates
    * On a specific day of the week (one-time or continuous)
    * On specific dates
* Print a list of your agency's Job Submission Keys on file.
* Choose the first 3 characters of the job name (ID) for convenience in separating your jobs for viewing before printing if you choose to send them to the IOF (Interactive Output Facility). The complete job name (ID) will be **xxxRD105** where xxx = the 3 characters you chose.
* Suppress printing of the job code language (JCL) used by programmers for troubleshooting, as the JCL is quite lengthy for these reports.

Procedures

At the On-Demand Report Design Menu (**RD**), select function 3 to reach the **On-Demand Job Submission** screen (**RD.3**). Press [Enter].

An **On-Demand Job Submission** screen (**RD.3**) with no data will be displayed. The fields in which you may enter data are as follows:

```
=== AFRS =(RD.3)========= ON-DEMAND JOB SUBMISSION ============= C105P530 ====
 TR: _____

FUNCTION: _   (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT, B=BACK, S=SUBMIT, P=PRINT)
   AGENCY: 9990    JOB SUBMISSION KEY: ____
   REPORT DESIGN KEYS:         ____    ____    ____    ____    ____
                               ____    ____    ____    ____    ____


------------------------------ JOB PARAMETERS ------------------------------
    CLASS: D  (D=TODAY, ONLY CLASS ALLOWED FOR REPORTS)
    CONTACT: _____    JOB ID: ___ (FIRST 3 CHARACTERS OF JOB
NAME)
    COPIES: __   DESTID: _____  (LOCAL, RXXX, CLUSTER ID, EXC, OR IOF)
    BIN NO: __  (BIN AT SVC 1)  LOGONID: _____    LOC: __

----------------------- OPTIONAL LONG TERM SCHEDULING --------------------
 RUN ON AFRS CLOSING: _  (C=RUN AT CLOSING)
 RUN ON THE FOLLOWING DAYS (C=RUN CONTINUOUSLY, O=RUN ONCE):
   MONDAY: _      TUESDAY: _      WEDNESDAY: _      THURSDAY: _      FRIDAY: _
 RUN ON THE FOLLOWING DATES (MMDDYY):
    _____      _____      _____      _____      _____      _____
    _____      _____      _____      _____      _____      _____
```

Function: The functions you can perform on this screen are as follows:

        A = Add a Job Submission Key
        C = Change a Job Submission Key
        D = Delete a Job Submission Key
        V = View a Job Submission Key
        N = Go to the Next consecutive Job Submission Key
        B = Go Back to the previous Job Submission Key
        S = **Submit a Job Submission Key to run/print AFRS On-Demand reports**
        P = Print a list of all agency Job Submission Keys
                (***does not*** print actual reports)

Job Submission Key An agency-assigned number used to group up to ten Report Design Keys so they can be submitted at one time. (Required)

Report Designs Keys Refers to Report Design Keys (previously set up on Screen RD.1) which will be grouped under this Job Submission Key. (Required)

JOB PARAMETERS

Class determines the priority given to your job. For On-Demand Reporting, job class **D** is the only available option. (Required)

Contact is the person's name that will appear on the first page of the report run which may be used for distribution purposes. (Required – up to 20 characters)
(The first 14 characters will print in large type on banner page)

Job ID is the agency-assigned first three characters of the job name and can be used to locate a specific job in TSO (Time Share Option) Region, IOF (Interactive Output Facility). (Required: position 1 = alpha; position 2 and 3 = alphanumeric)

Copies number of copies of the report you wish to run/print. (Required - 2 digits)

Destination (DESTID) indicates where the report is to be printed. (Required - up to 9 characters)

local	=	Page Printer (Department of Information Services [DIS], service Center #1)
R###	=	Agency's own remote printer number (R + 2 or 3 digits)
########	=	Agency's own cluster printer number (up to 8 digits)
IOF	=	Interactive Output Facility in TSO (Time Share Option) Region. Reports may be viewed or cancelled before printing.
Exchange	=	Exchange File Output to create an exchange dataset in TSO which can be browsed, edited or downloaded to your PC. Exchange files are available to work with in TSO for three calendar days after submission.

Print JCL Type Y (Yes) to print or N (No) to suppress printing of the job code language (JCL) used by programmers for troubleshooting. Since the JCL is quite lengthy for these reports, it is recommended you do **not** print the JCL. If you have trouble with a report, you can submit it again and request the JCL so our programmers can locate the problem.

Bin Number is the bin at the Service Center where your report will be available for pick-up *if* the Location Code (below) is blank <u>and</u> you select "local" for output. (Required - 2 digits).

Logon ID of person submitting report. (Required - up to 7 characters)

Location is an optional code which must be established on the Mailing Label/Banner Page Maintenance screen (RR.3) and will override the bin number above for delivery address of your report. **Note:** The *bin number* on screen RR.3 must be *blank* if you want report(s) delivered to the *address (i.e. mail stop)* listed on that screen. OPTIONAL - 2 characters.

OPTIONAL LONG TERM SCHEDULING

Run on AFRS Closing Allows you to specify a Job Submission Key to run after AFRS updates on AFRS closing until you remove the Closing Indicator from the Job Submission Key.

        C = Closing - Runs after AFRS nightly update.

Days of the Week Allows you to specify a Job Submission Key to run on a specific day of the week. (Optional) The reports will run after the AFRS nightly processing completes for that day. You can request that it run either:

    C = Continuously. For the day(s) you select, the Job Submission Key will run on that day _every_ week.

    O = Once. For the day(s) you select, the Job Submission Key will run only on the next occurrence of that day.

Dates Allows you to specify a Job Submission Key to run on specific dates. (Optional) You can put in up to 12 dates and the reports will run after the AFRS nightly processing completes for that date. When reports run for a specific date, that date will be removed from the list and more dates can be added.

Note: There is no edit to prevent you from entering a date which has already passed. It is _your_ responsibility to make sure the date entered is valid.

Adding Job Submission Keys

1. On the **On-Demand Report Design** screen (**RD.3**), type an *A* (Add) in the function field.

2. Type in a new **Job Submission Key** (4 characters). (Required)

3. Type in the **Report Design Key(s)** to be ordered in the Report Design fields. The Report Design Key must already be established on screen **RD.1.** (Required) Press [Tab], if more than one report is requested to go to the next field.

4. Type in the **Job Parameters** you want. (Required)

5. To schedule your Job Submission Key to run on specific days or dates, complete the Optional Long-Term Scheduling section. (Optional)

6. Press [Enter] to save your Job Submission Key. The following message will display at the bottom left of the screen:

    RECORD ADDED ! ! ! ! ! !   JOB NOT SUBMITTED ! ! ! ! ! !

To run the job _now_, follow the instructions on "Submitting a Job Submission Key" below.

Submitting a Job Submission Key to Run AFRS Reports

1. On the **On-Demand Job Submission** screen (**RD.3**), Add, View or Change the Job Submission Key you wish to submit using one of the methods described above.

2. Type an *S* (Submit) in the function field.

3. Press [Enter] to run/print the reports defined in the Job Submission Key. The following message will display at the bottom left of the screen:

JOB xxxRD105 SUBMITTED

Viewing Job Submission Keys

1. On the **On-Demand Job Submission** screen (**RD.3**), type a *V* (View) in the function field.

2. Type in the **Job Submission Key** (4 characters) you wish to view. (Required)

3. Press [Enter] to display the Job Submission Key. The message "RECORD FOUND" will show at the bottom left of the screen.

An alternative way to view your Job Submission Key when you are not sure of the number is to use the Next function.

1. On the **On-Demand Job Submission** screen (**RD.3**), type an *N* (Next) in the function field.

2. Press [Enter] to display the next consecutive Job Submission Key.

3. Continue to press [Enter] until the Job Submission Key you are looking for is displayed.

Changing Job Submission Keys

1. On the **On-Demand Job Submission** screen (**RD.3**), View the Job Submission Key you wish to change using one of the methods described above.

2. Type a *C* (Change) in the function field.

3. Type in any changes to Report Designs, Job Parameters and Optional Long-Term Scheduling. Use the space bar or Erase End of Field key to remove data you no longer want.

4. Press [Enter] to save the changed Job Submission Key. The following message will display at the bottom left of the screen:

RECORD CHANGED ! ! ! ! !   JOB NOT SUBMITTED ! ! ! ! !

If you have selected Optional Long-Term Scheduling, this is all that is necessary to run the job. To run the job now, follow the instructions on "Submitting a Job Submission Key to Run AFRS Reports".

Deleting Job Submission Keys

1. On the **On-Demand Job Submission** screen (**RD.3**), View the Job Submission Key you wish to delete using one of the methods described above

2. Type a *D* (Delete) in the function field.

3. Press [Enter]. The message "PRESS ENTER TO DELETE ABOVE RECORD" will display and you will need to press [Enter] again and following message will display of "RECORD DELETED".

Print a List of Job Submission Keys

1. On the **On-Demand Job Submission** screen (**RD.3**), type a *P* (Print) in the function field and press [Enter].

2. The **Batch Job Submission** screen will be displayed with the default values filled in. Change fields, if needed.

3. Press [Enter] to submit your request. The message "JOB SUBMITTED" will display at the bottom left of the screen.

Appendix A – Batch Job Submission Screen (TM.3.7)

When you select function **P** (Print) on any of the AFRS screens, the Batch Job Submission screen will be displayed. The input fields will display the last entries used by the current LogonID. If the fields displayed are correct, press [Enter]. If you want to change any of the options, do so before pressing [Enter]. The fields are as follows:

- **Job Class** determines the priority given to your job. (Required - 1 character)

    H =HOT, fastest turnaround but use with caution (size and time parameters may cause the job to abend)
    A =Two hours (for short reports, quick turnaround)
    D =Four hours (for longer reports)
    E =Overnight (for lengthy or detail reports)
    C =Scheduled (picks up when available time)

- **Contact** is the person's name that will appear on the first page of the report run which may be used for distribution purposes. (Required - up to 20 characters) (The first 14 characters will print in large type on banner page.)

- **Send Output To** indicates where and how the report is to be printed. (Required - up to 9 characters)

local	=	Page Printer (Department of Information Services [DIS], service Center #1)
R###	=	Agency's own remote printer number (R + 2 or 3 digits)
########	=	Agency's own cluster printer number (up to 8 digits)
IOF	=	Interactive Output Facility in TSO (Time Share Option) Region. Reports may be viewed or cancelled before printing.
Exchange	=	Exchange File Output to create an exchange dataset in TSO which can be browsed, edited or downloaded to your PC. Exchange files are available to work with in TSO for three calendar days after submission.

- **Bin Number** is no longer required and has been defaulted to 00.

- **Location** is an optional code which must be established on the Mailing Label/Banner Page Maintenance screen (RR.3).

- **Logon ID** of person submitting report. (Required - up to 7 characters)
- **Copies** number of copies of the report you wish to receive. (Required - 2 digits)
- **Print JCL** Type Y (Yes) to print or N (No) to suppress printing of the job code language (JCL) used by programmers for troubleshooting. Since the JCL is quite lengthy for these reports, it is recommended you do **not** print the JCL.

If you have trouble with a report, you can submit it again and request the JCL so our programmers can locate the problem.

- **<u>Job ID</u>** is the agency-assigned first three characters of the job name and can be used to locate a specific job in TSO. (Required: position 1 = alpha; position 2 and 3 = alphanumeric).

Appendix B - Viewing Reports Online before Printing

Using IOF (Interactive Output Facility) in TSO (Time Share Option) Region

*If you used the S (Submit) function on the On-Demand Job Submission screen (**RD.3**) with **IOF** in the Destination field AND you have access to TSO, you may view your AFRS On-Demand Reports in the Interactive Output Facility. Once you view the reports, you can decide to print them to a specific printer or cancel them.*

1. At the TPX Menu Screen, select **TSOV1** and press [Enter].

2. The next screen (TSO/E Logon) will come up with the cursor on the field for Password. Type your **Password** and press [Enter].

3. A WELCOME TO TSO screen will appear. When three asterisks (***) appear, press [Enter].

4. The DEPARTMENT OF INFORMATION SERVICES: MAIN MENU will be displayed. At the Select Option field, type =**I.** (IOF) and press [Enter].

5. This will bring up the IOF USER OPTION MENU. Cursor down to the JOBNAMES field and type your 8-digit Job Name which appeared on screen RD.3 when you submitted your job. The Job Name will normally consist of 8 characters: **xxxRD105** where xxx = the 3 characters you chose for Job ID on screen RD.3.

   You can use wild card characters (+ for one character and ***** for any number of characters). For example, if you know the first character of all your reports is *N*, you can type *N** and press [Enter]. All completed jobs that start with N will be listed on the next screen. If you want to limit your search to only On-Demand reports that start with N, you would type in *N++**RD105***. Press [Enter].

6. The next screen, IOF JOB LIST MENU, will display the reports that meet the parameters you defined *if* there is more than one report. (If there is only one report, this step will be skipped.) To select a job to view, either type the line number on the COMMAND line -- *OR* -- cursor to the line you want to select and type **S** (Select) to the left of the line number. Press [Enter].

7. This will bring up the IOF JOB SUMMARY screen. (If there was only one job that met your parameters, the IOF JOB SUMMARY screen will appear without displaying the IOF JOB LIST MENU.) (See Figure 2.1)

   You need to get to the last line of coding which has the word REPORT in it. To do this, press [PF8] several times until you get to the last screen -- *OR* -- type **M** (Maximum) on the COMMAND line and press [PF8] once.

8. To display your report, type the line number which shows REPORT on the COMMAND line -- *OR* -- cursor down to the last line which has the word REPORT in it and type an **S** (Select) in the first column. Press [Enter].

9. The banner page and report parameter information will appear on the first two pages of the report. Press [PF8] several times to scroll down to the first page of the first report for a Report Design Key. You can scroll around the report using the following PF Keys:

   PF7   =   Scroll Backward
   PF8   =   Scroll Forward
   PF10   =   Scroll Left
   PF11   =   Scroll Right

   You can also move to a specific page or line number by typing it on the COMMAND line. (For example, *Page 16 --OR-- Line 40*)

10. When you are finished inspecting the report, press [PF3] once or twice, until you return to the IOF JOB LIST MENU. On this screen you may use the commands below by typing them in the left-hand column of the line you wish to change. Only one command at a time and for only one job number at a time will be accepted.

    C   =   Cancel the report. If not canceled or printed, it will remain in IOF for six calendar days.)
    P + **Printer Name** in DEST/DEVICE column = Print at named printer location. This can be LOCAL for DIS Service Center #1 or your agency's remote printer. (Cluster printer numbers will not work on this screen.)
    S   =   Select to view your report again.

11. To back up to a previous screen, press [PF3].

12. To logoff, type =**XL** at the Select Option line and press [Enter]. This will return you to the TPX Menu.