Office of Financial Management
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Agency Financial Reporting System
_____

REPORT REQUEST

SCREEN RR

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WHAT IS REPORT REQUEST?

Report request is an AFRS system function providing agency control to select and distribute daily and weekly reports; view and print the report requests; and create and change the report banner page.

Through the report request function, the daily and weekly report requests are created, deleted and changed. Agencies can route reports to different agency locations or to different agencies and utilize remote printing. Also available to the agency is the output media of paper, EOS, remote, and an exchange dataset; and the agency to be billed.

An agency can only request reports for its own agency. To receive another agency's reports requires the other agency to set-up the request and designate your agency as the receiving agency.

NOTE: Each agency is responsible for maintaining its own report request records. These records are automatically rolled from one biennium to the next, but agencies should review their report request records periodically since needs change. For example, agencies have Enterprise Reporting available and should be using it for most of your reporting needs. At a minimum, each agency is required to have the following reports added to their AFRS RR.2 screen:

- *DZOTHER (Miscellaneous daily reports)*
- *WZOTHER (Miscellaneous weekly reports)*
- *DWP827V (Vendor Remittances for Regular Warrants only)*

REPORT NUMBER

The AFRS report number is made up of eight characters that uniquely identify a specific report. The standard definition of each position is as follows:

X   XX   XXX   XX

```
└──────┬──────┬──────┬──────────── Frequency
   └──────┬──────┬──────┬──────── Type
      └──────┬──────┬──────── Series
         └──────┬──────── Level
```
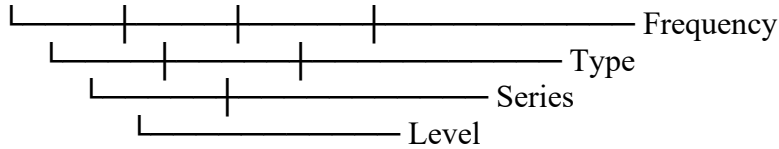
Frequency: D - Daily
             W - Week

Type: WP - Work Paper (detail activity)
             AP, CP - Allotments/Estimated Revenues (summary of detail activity)

Series: 200 - 299   Detail financial and statistical activity
             300 - 499   Management financial and statistical
             500 - 599   Agency unique financial and statistical
             600 - 999   Control and table listing

Level: A - Agency   NS - Project Summary
             B - Organization Index   N - Project
             CS - Program Summary   P - Subproject
             C - Program   R - Project Phase
             D - Subprogram   S - Program Index
             E - Activity   T - Sub-agency
             F - Sub-activity   1 - Fund Type
             G - Task   2 - Roll-up Fund
             HS - Division Summary   3 - Fund - Administering Agency
             H - Division   4 - Fund - Agency
             J - Branch   7 - Appropriation
             K - Section   8 - Major Group and Source
             L - Unit   9 - Sub-source
             M - Cost Center

REPORT REQUEST MENU (RR)

The purpose of the **Report Request Maintenance Menu** screen (RR) is to access the report request maintenance and related screens.

To access the **Report Request Maintenance Menu** screen (RR)**:**

Type *RR* on the **AFRS Primary Menu.**
   OR
From other AFRS screens, type *RR* in the transfer field **TR: ___**and press [Enter].

```
=== AFRS =(RR)========== REPORT REQUEST MAINTENANCE MENU ========= C105P440 ===
 TR: _____



                        1 -- REPORT REQUEST

                        2 -- VIEW REPORT REQUEST RECORDS

                        3 -- MAILING LABEL/BANNER PAGE



              SELECT FUNCTION: _




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

Type in the function code for the screen you wish to select as follows:

♦ Select *1* to add, change, delete or view a report request or to print your agency's report requests.

♦ Select *2* to view an alphabetical listing of your agency's report requests records. From this screen, you can select an individual record to be updated or viewed on screen 1.

♦ Select *3* to add, change, delete or view the mailing label/banner page record. This controls the information that is printed on the outside of each report for distribution purposes.

Press [Enter].

REPORT REQUEST MAINTENANCE (RR.1)

REPORT REQUEST MAINTENANCE allows agencies to manage request reports. It enables an agency to add, change, delete, and view report request records; scroll alphabetically through the agency's report request records; and print a list of the agency's report request records.

```
=== AFRS =(RR.1)========= REPORT REQUEST MAINTENANCE ============= C105P380 ===
 TR: _____                     LAST UPDATE:

          FUNCTION: _  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)


            AGENCY: 9990   BIENNIUM: __    REPORT NO: _____

              TYPE: _  (P=PAPER, E=EXCHANGE, S=EOS, R=REMOTE, C=CD-ROM)

      REPORT COPIES: __

     SEND OUTPUT TO: _____      (RMTNNN OR EOS-FORM (XXXX))

    EOS REPORT NAME:
    EOS DESCRIPTION:

DISTRIBUTION AGENCY: ____     LOCATION: __

     BILLING AGENCY: ____


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

Functions: The function codes are as follows:

A =   Add a new report request record. The agency is the report agency and is determined by the user's logon ID. See Field Names section below for information about each field on this screen.

C =   Change any field on an existing report request record. You must view the report request record before changing.

D =   Delete an existing report request record. You must view the report request record before deleting it, and you must press (Enter) twice to accomplish a delete.

   NOTE: If the report is a daily or weekly one that is automatically produced by AFRS, there may not be a report request record. To cancel the paper copy normally received, add an entry for paper output with the number of copies = 00 and this will stop most of these reports.

V =   View an existing report request record. There are two ways to View a report request record:

   (1)From the RR.1 screen you will need to fill in the following required fields: *biennium, report number, type, report copies, send output to, distribution agency, location and billing agency* if it is present on the RR.2 screen.

(2)From the RR.2 screen type in an *S* (select) to the left of the report request record you wish to view and press [Enter]. (Note: this is the easiest way to get a specific record)

N =   Display the Next report request record in alphabetical sequence. *N* can be used to start viewing the first report request record.

P =   Print alphabetical listing of agency report request records. Upon pressing [Enter], a report request maintenance screen will display to indicate the job class, contact, type of output, bin number, location, logon ID of requester, and number of copies.

Field Names:

- *Biennium* – (required) the 2-digit code for the biennium for which report is desired. For example, for the 2017-2019 biennia enter 19.
- *Report number* – (required) the 6-8 digit number assigned to report being requested. (The biennium and report number combination is validated to the Descriptor table D14. Edits also validate whether the report is available from the screen RR.1.)
- *Type* – (required) the output media requested:
    - P = paper report printed at Department of Enterprise Services (DES)
    - E = Exchange data set
    - S = Enterprise Output Solution (EOS) {See Below}
    - R = Remote or cluster printer
    - C = CD-ROM ***(This is no longer available, but is still visible on screen.)***
- *Copies* – (required for types P, S or R; not allowed for type E) number of copies requested. If more than 5 copies are requested, system will require user to press [Enter] twice to verify.
- *Send output to* – (allowed only for type R or S) remote or cluster printer and EOS-form ID to which reports will be sent.
- *EOS Report Name* – (only for type S) displays the AFRS Report Name and is a protected field.
- *EOS Description* – (only for type S) displays a description of what is within the report and is a protected field.
- *Distribution Agency* – (required for types P; Optional for R or E; not allowed for type E) the agency to which report output will be sent. Entered agency number is validated against Descriptor Table D53.
- *Location* – (optional for P or R) refers to a 2-digit code established on the Mailing Label/Banner Page Maintenance screen (RR.3) to direct output to a specific mail stop. If entered, the distribution agency and location code combination is validated against the Mailing Label/Banner Page file.
- *Billing* – This is normally the same as the Distribution Agency and must be on the D53.

NOTE: If two or more types of output media are needed for a report or two or more agency/locations are needed for a report, a separate report request is necessary for each type of output and each agency/location.

SPECIAL INSTRUCTIONS FOR EOS REPORT REQUEST

```
=== AFRS =(RR.1)========= REPORT REQUEST MAINTENANCE ============= C105P380 ===
 TR: _____                    LAST UPDATE:

           FUNCTION: _   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)


            AGENCY: 9990   BIENNIUM: __    REPORT NO: _____

              TYPE: _   (P=PAPER, E=EXCHANGE, S=EOS, R=REMOTE, C=CD-ROM)

     REPORT COPIES: __

     SEND OUTPUT TO: _____     (RMTNNN OR EOS-FORM (XXXX))

     EOS REPORT NAME:
     EOS DESCRIPTION:

 DISTRIBUTION AGENCY: ____    LOCATION: __

      BILLING AGENCY: ____


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

During the Add or Change process you can set up EOS reports once you have received an EOS form number from your EOS administrator or WaTech High Capacity Group. Fill in the fields as follows:

BIENNIUM:	Current Biennium
REPORT NO:	The one that is available for printing.
REPORT COPIES:	Always must be 01
SEND OUTPUT TO:	Must be a valid EOS form
EOS REPORT NAME:	Displays the name of the Report and is a protected field.
EOS DESRIPTION:	Displays the name of what report or reports this form is valid for and is protected field.

The remaining fields are the same as for the other types. (See above)

VIEW REPORT REQUEST RECORDS (RR.2)

All report requests for an agency can be viewed by using this screen. The initial screen display starts at the first report request record, but you can identify a specific report as the beginning point (see function S below). The update field at the end of each line displays the last date of activity for that report request record (set-up or change).

Each agency is required to have the following reports added to their AFRS RR.2 screen:

- DZOTHER (Miscellaneous daily reports)
- WZOTHER (Miscellaneous weekly reports)
- DWP827V (Vendor Remittances for Regular Warrants only)

If you require more information about a certain report request or need to update a record, enter an *S* in the left column titled SEL and press [Enter]. The system will transfer you to the **Report Request Maintenance** screen (RR.1) with the selected record displayed.

```
=== AFRS =(RR.2)========= VIEW REPORT REQUEST RECORDS ============ C105P381 ===
 TR: _____
      FUNCTION: S (F=FIRST PAGE, N=NEXT PAGE, S=START)
        AGENCY: 9990
     START KEY:--> BIENNIUM: __  REPORT NUMBER: _____

 S
 E       REPORT                 EOS FORM    DISTRIB         BILLING
 L BIEN  NUMBER  TYPE COPIES    PRINTER    AGY    LOC       AGY    UPDATED
 _   19  DTR9001. S    01       DE91....   9990   ..        9990   17-06-30
 _   19  DTR9002. S    01       DE02....   9990   ..        9990   17-06-30
 _   19  DTR9003. S    01       DE3S....   9990   ..        9990   17-06-30
 _   19  DTR9004. S    01       DE04....   9990   ..        9990   17-06-30
 _   19  DTR9005. S    01       DE05....   9990   ..        9990   17-06-30
 _   19  DZOTHER. P    01       ........   9990   MB        9990   17-06-30
 _   19  WZOTHER. P    01       ........   9990   MB        9990   17-06-30
 _   ..  ........ .    ..       ........   ....   ..        ....   ........
 _   ..  ........ .    ..       ........   ....   ..        ....   ........
 _   ..  ........ .    ..       ........   ....   ..        ....   ........
 _   ..  ........ .    ..       ........   ....   ..        ....   ........
 _   ..  ........ .    ..       ........   ....   ..        ....   ........
 _   ..  ........ .    ..       ........   ....   ..        ....   ........
                    PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
 LAST RECORD FOR AGENCY FOUND AND DISPLAYED
```

Functions: The function codes are as follows:

- *F =* Display first report request record.
- *S =* Start with the report request entered in the start key: *Biennium* and *Report Number*. You can enter all or part of the report number. For example, to start viewing weekly reports, type in the biennium and type W in the report number field.
- *N =* Next, continue scrolling alphabetically.

Reference the Report Request Maintenance (RR.1) section above for description of the column headings on this screen.

MAILING LABEL/BANNER PAGE MAINTENANCE (RR.3)

Each printed AFRS report contains a face sheet with distribution information called a Banner Page. The Mailing Label/Banner Page Maintenance screen is used to establish location codes with the information you want on the banner page for each report group. A message area is available for any additional information to print on the banner page.

Once a location code is established, it can be used on the Report Request Maintenance record to have reports delivered to different employees/offices within your agency. There are also other AFRS screens related to printing tables or other reports that utilize the location codes defined on this screen.

Each agency also has a blank location code record that serves as the agency default for any reports that do not specify a location code. ***DO NOT DELETE THIS BLANK LOCATION RECORD.***

```
=== AFRS =(RR.3)==== MAILING LABEL/BANNER PAGE MAINTENANCE ======= C105P385 ===
 TR: _____              LAST UPDATE: 08/06/14
  FUNCTION: V  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
          AGENCY: 9990          LOCATION: __          BIN NUMBER: __
     AGENCY TITLE: WASHINTON TECHNOLOGY SOLUTIONS_____
     CONTACT NAME: MICKY MOUSE_____
    CONTACT PHONE: 360 407 9990
       FAX PHONE: 360 407 9999
       MAIL STOP: 41000_____
    ADDRESS LINE 1: _____
    ADDRESS LINE 2: _____
     EMAIL ADDRESS: _____

                      M E S S A G E   A R E A
                  --------------------------------
                  | 1500_JEFFERSON_ST,_3RD_FL_____ |
                  | _____ |
                  | _____ |
                  | MS:__41000_____ |
                  | _____ |
                  | _____ |
                  --------------------------------
              F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
    RECORD FOUND AND DISPLAYED
```

Functions: The function codes are as follows:

> *A =* Add a new location code record. *Contact name* is the only required field.
>
> *V =* View an existing location code record.
>
> *N =* Display Next location code record in alphanumeric sequence. N can be used to start viewing the first location code record.
>
> *C =* Change existing location code record. You can change any field except the agency and location code. You must view the location code record before changing it.
>
> *D =* Delete a location code record. You must view the location code record before deleting it. System will require you to [Enter] a second time for validation.

Locations: Every agency at a minimum will have the following locations:

> BL = Billing – All customers of AFRS will need this for billing purposes
> FS = Financial Statements
> W1 = Warrant Register 1
> W4 = Warrant Register 2

Note for mailing labels: Mailing labels are automatically printed for certain report jobs, and the location codes defined on this screen are used to determine what will print on the labels as follows:

- When bin number is entered, labels print with agency name, contact name and bin number only. **(NOTE: Bin numbers no longer exist and cannot be used.)**

- When bin number is blank and mail stop is entered, labels print with agency name, contact name and mail stop only.

- When bin number and mail stop are both blank, labels print with agency name, contact name and address lines 1 and 2.

REPORT REQUEST SECURITY (SS.1)

Access to view, print and update the AFRS report request records is controlled by the Report Request security flag (**RPT REQ**) that can be viewed on the **System Security Maintenance** screen (SS.1). Valid security flags for report request are:

> 0 = No Access
> 1 = View and Print
> 2 = Update, View and Print

Contact your agency administrator for AFRS to have your security level updated.

```
=== AFRS =(SS.1)========= SYSTEM SECURITY MAINTENANCE ============ C105P412 ===
 TR: _____    FUNCTION: _ (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT)
 AGENCY: 9990 LOGONID: _____   AFRS SECURITY: _  STOP USE DATE: _____
                                                   LAST MOD DATE: _____


         NAME: _____    PHONE: ___ ___ ____
                   BATCH TRANS                     BATCH TRANS
                   TYPE  TYPE INPUT RELEASE    TYPE  TYPE INPUT RELEASE

                   ___    _    _    _          ___    _    _    _
 FINANCIAL         ___    _    _    _          ___    _    _    _
 TRANSACTIONS      ___    _    _    _          ___    _    _    _
 BATCH             ___    _    _    _          ___    _    _    _
 FLAGS             ___    _    _    _          ___    _    _    _
                   ___    _    _    _          ___    _    _    _

                     PAY MAINT: 0   PROJECT PURGE: 0

 TM FLAGS - DT: 0 OI: 0 AI: 0 PI: 0 PC: 0 VE: 0 SWVE: 0 OC: 0 TD: 0 MI: 0 CT : 0
 RC FLAGS - RPT REQ: 0  O-D DESIGN: 0    O-D SUBMIT: 0 OMWBE: 0
 SC FLAGS - BROADCAST: 0 ACTION MSG: 0 JOB CARD: 0 TRAN RESTRICT: 0 UPDATE SM: 0



      F1 ON INPUT FIELD=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

The report request security indicator (Shown in the BOLD box above) controls access to the following AFRS screens:

- RR.1   Report Request Maintenance Screen
- RR.2   View Report Request Records Screen
- RR.3   Mailing Label/Banner Page Maintenance Screen