

Chapter 7 View and Print Site Reports

Overview

The Site Module provides many reports for users with the necessary access. When you select a report from the **Reports** menu, the Print Preview window will open. The Print Preview window allows you to view the report before actually printing it. User access to reports is defined on the Fund Administrator (FA) Module User Maintenance window Site Security Access **Reports, Inquiries** access options. For example, if a user has been assigned **No Access** on the **Reports, Inquiries** site security access option, that user cannot view documents. Only users with **Reports, Inquiries Access** can view reports.

No matter which report you open, the procedure for viewing and printing a report is the same. This chapter briefly describes each Site report, details the steps for viewing and printing reports, and discusses the options available for setting display preferences on the Print Preview window. The chapter also discusses sorting and filtering data on the Print Preview window and defining report criteria.

When you select certain reports from the **Reports** menu, a submenu will display. The submenu allows you to refine the data contained in the selected report before you open it. For example, for the Document Status Log, you can sort by Document Number, Expense Element, Job Order, or Local Code from the submenu.

To open the Print Preview window, select the desired report from the **Reports** menu. If the desired report has a submenu that allows you to categorize the report, such as by Document Number, Expense Element, Job Order, or Local Code, select the desired submenu item.

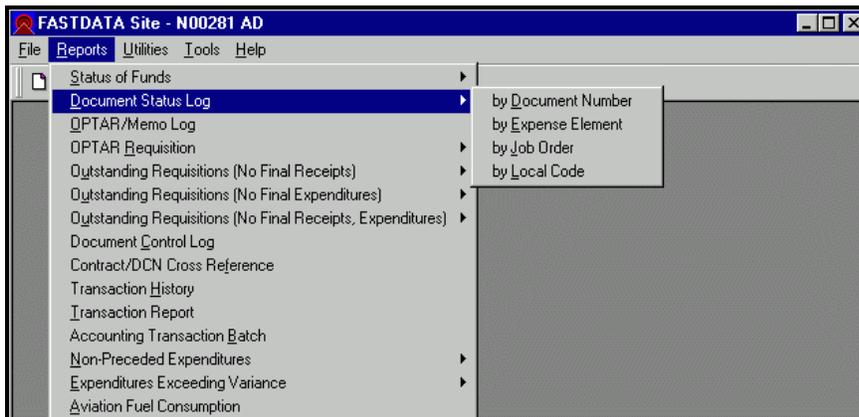


Figure 7.1
Reports Menu

Restrictions

- Only users with a FASTDATA FA Module Site Security Access option of **Access** under **Reports, Inquiries** can view and print Site reports.
- A FASTDATA FA Module Site Security Access option of **No Access** under **Reports, Inquiries** prevents a user from accessing the Site reports.

• **Print Preview Window and Toolbar**

The Print Preview window displays the report selected from the **Reports** menu. With the Print Preview window open, the **View** menu offers **Filter** and **Sort** options for most reports. Additionally, the **View** menu contains a **Criteria** option that allows you to further refine the data in the report. In addition to the windows used for filtering, the Print Preview window toolbar contains buttons that allow you to change display options, print the report, and save the report to a file.

R **Print Preview Window Options**

- **View and print Site reports**
- **Use Print Preview window toolbar buttons**
- **Define report criteria**
- **Filter report data**
- **Sort report data**

■ **Steps for Viewing and Printing Site Reports**

1. Select the desired report from the **Reports** menu and choose the appropriate submenu item, if applicable.

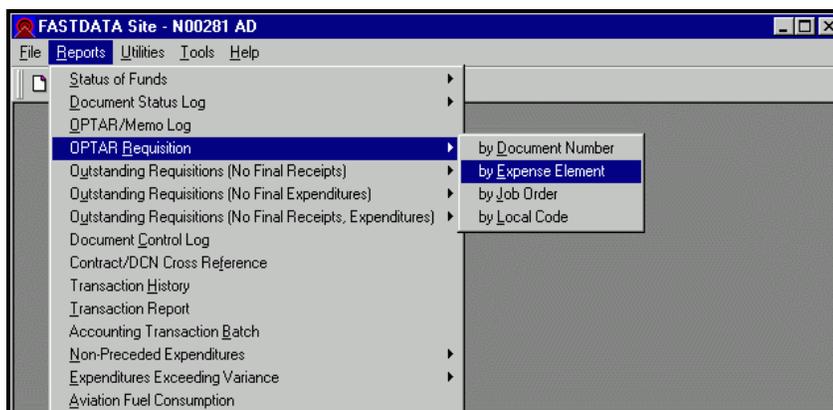


Figure 7.2
Selecting a
Report to
View and
Print

The Report Criteria window will open automatically before the report displays. Steps for defining report criteria are explained in detail in a later section of this chapter. Enter the desired criteria and select the **OK** button to close the Report Criteria window. You can also select the **Cancel** button to close the window. If you close the Report Criteria window without designating any criteria, the selected report will contain all available information.

After the Report Criteria window closes, the Print Preview window for the selected report will open and display the data.

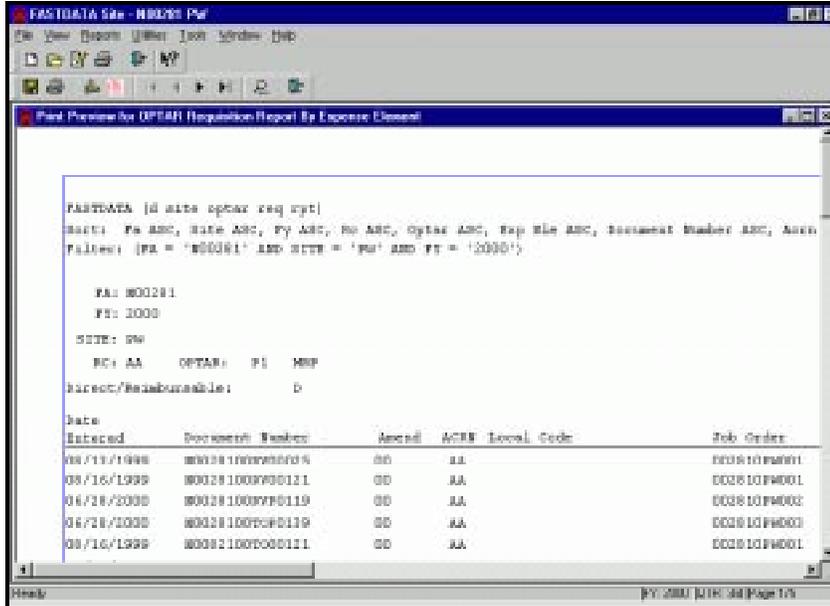


Figure 7.3
Print
Preview
Window

2. If desired, apply additional filtering criteria and data sort preferences to the displayed report prior to printing it.

Refer to the applicable sections of this chapter for details on using the Filter window and the Sort window.

3. Use the horizontal and vertical scrollbars on the Print Preview window to change the view of the displayed report page.

Tip The scrollbars only allow you to scroll the displayed page. Use the VCR buttons to select a different page to view.

4. Select the window-specific **Print** toolbar button to print the report.

Tip If you wish to print the entire report, select the **Print** toolbar button. If you wish to print specific pages rather than the whole report, select the **File** menu **Print** item. The Print window will open and allow you to specify the page(s) you wish to print.

5. Select the **Close** toolbar button or select **Close** from the **File** menu to close the Print Preview window.

Site Reports

The following paragraphs contain brief summaries of each Site report, by category, along with samples of selected reports within each category.

Status of Funds Reports

The Status of Funds Reports provide a report of the status of direct or reimbursable funds by operating target (OPTAR) ID or OPTAR Name. The reports can be displayed in detailed or summary format.

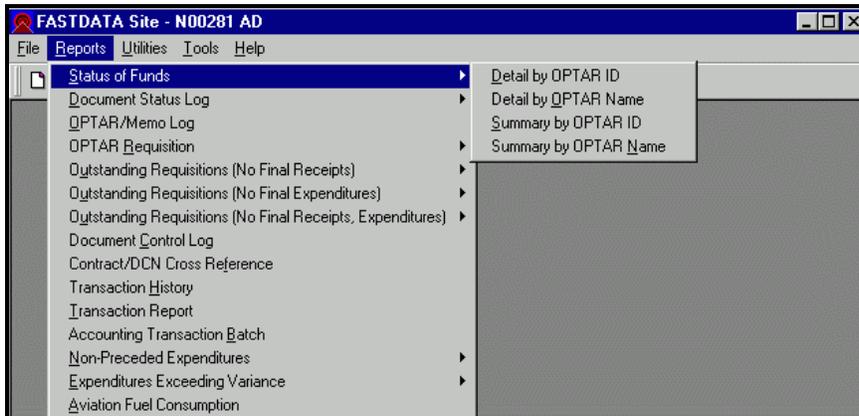


Figure 7.4
Status of Funds Reports

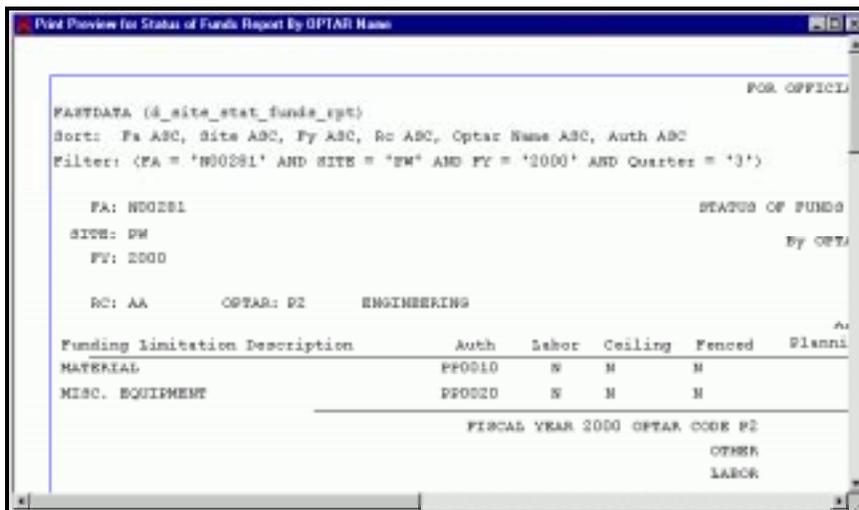


Figure 7.5
Print Preview for Status of Funds Report

Document Status Log Reports

The Document Status Log reports provide a status of each transaction entered, a description of the transaction, and detailed totals at selected levels. The reports can be sorted by Document Number, Expense Element, Job Order, or Local Code.

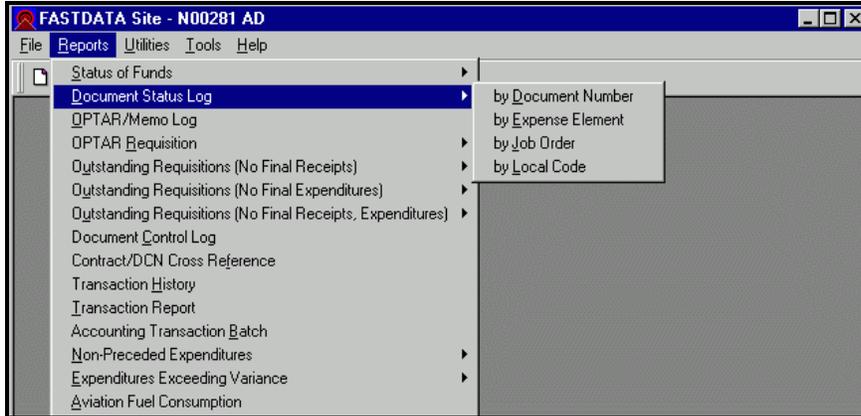


Figure 7.6
Document Status Log Reports

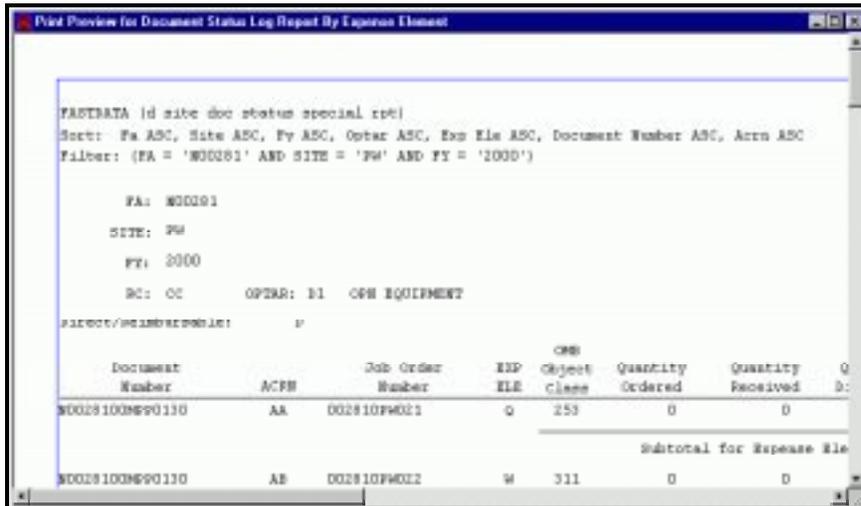


Figure 7.7
Print Preview for FASTDATA Document Status Log Report

OPTAR Log / Memorandum Record Report

The OPTAR Log / Memorandum Record report provides detailed accounting information for each transaction with a running OPTAR balance by date entered.

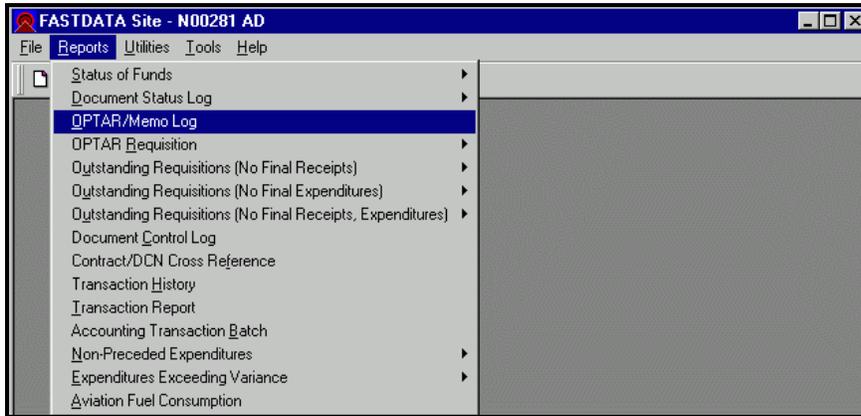


Figure 7.8
OPTAR Log /
Memorandum
Record Report

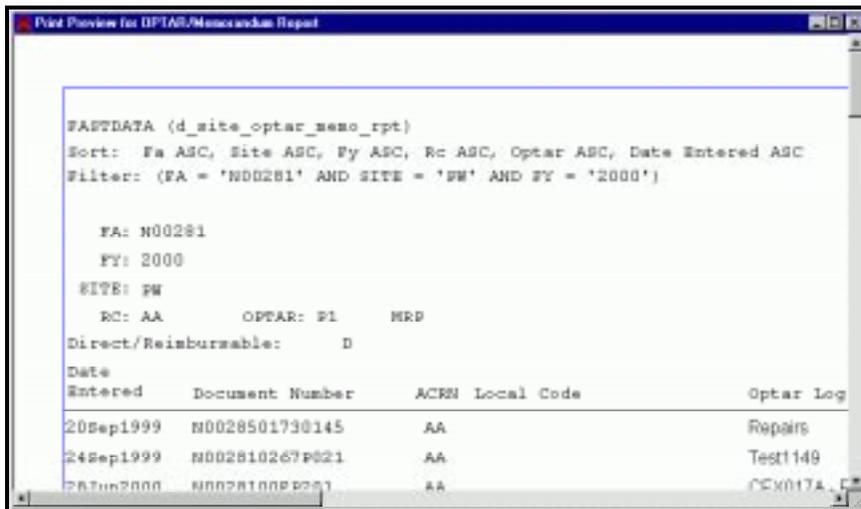


Figure 7.9
Print Preview for
OPTAR Log /
Memorandum Record
Report

OPTAR Requisition Reports

The OPTAR Requisition reports provide supply-type information for each transaction within the specified reporting period. The reports can be sorted by Document Number, Expense Element, Job Order, or Local Code. The OPTAR Requisition Report does not include labor documents.

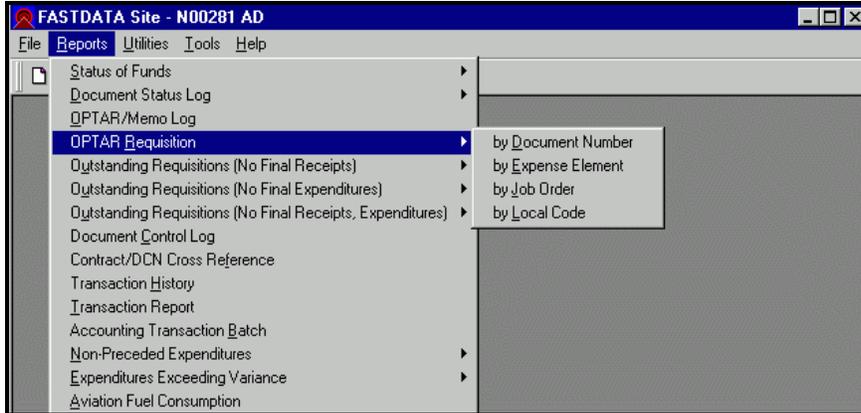


Figure 7.10
OPTAR Requisition Reports

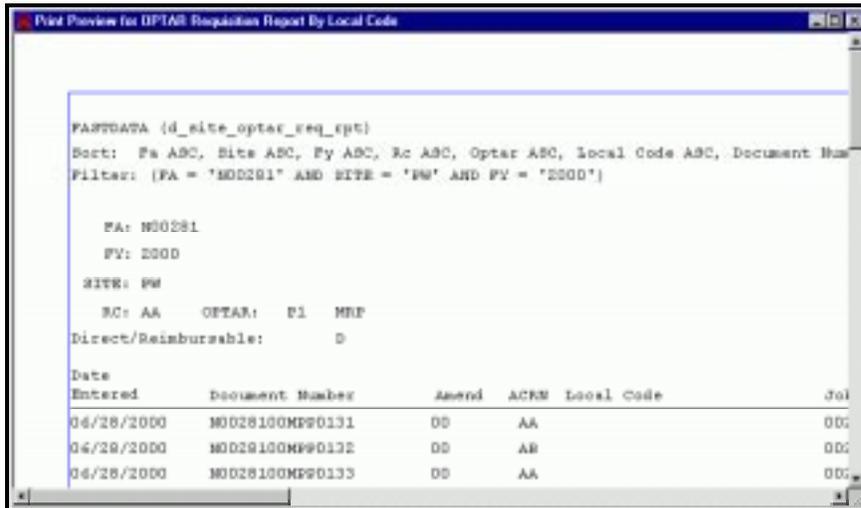


Figure 7.11
Print Preview for OPTAR Requisition Report

Outstanding OPTAR Requisition (No Final Receipts) Reports

The Outstanding OPTAR Requisition (No Final Receipts) reports provide supply-type information for each transaction for which materials or services have not been received and which do not have a final receipt posted against them. The reports can be sorted by Document Number, Expense Element, Job Order, or Local Code.

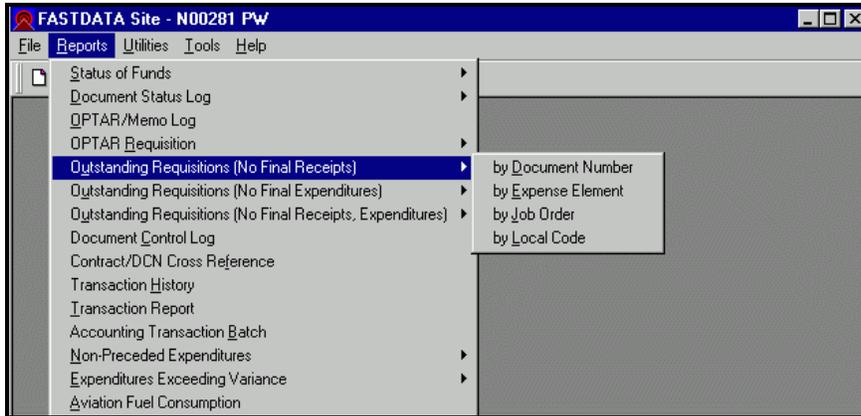


Figure 7.12
Outstanding OPTAR Requisition Reports (No Final Receipts)

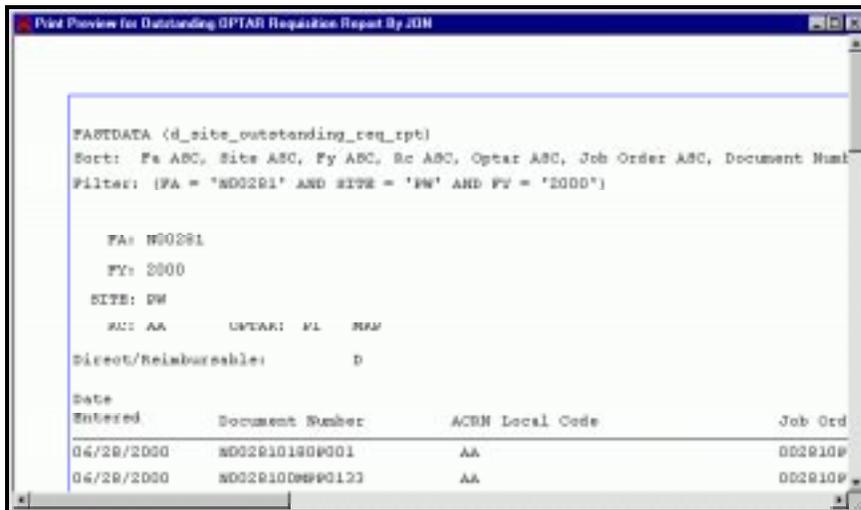


Figure 7.13
Print Preview for Outstanding OPTAR Requisition Report (No Final Receipts)

Outstanding OPTAR Requisition (No Final Expenditures) Reports

The Outstanding OPTAR Requisition (No Final Expenditures) reports provide supply-type information for each transaction for which materials or services have not been received and which do not have a final expenditure posted against them. The reports can be sorted by Document Number, Expense Element, Job Order, or Local Code.

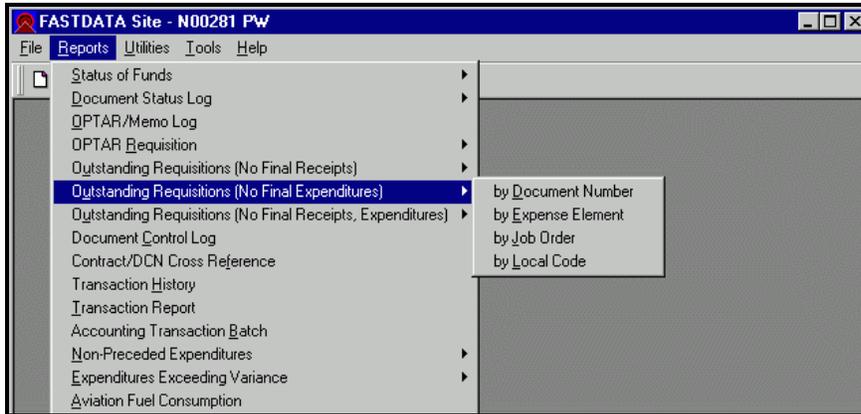


Figure 7.14
Outstanding OPTAR Requisition Reports (No Final Expenditures)

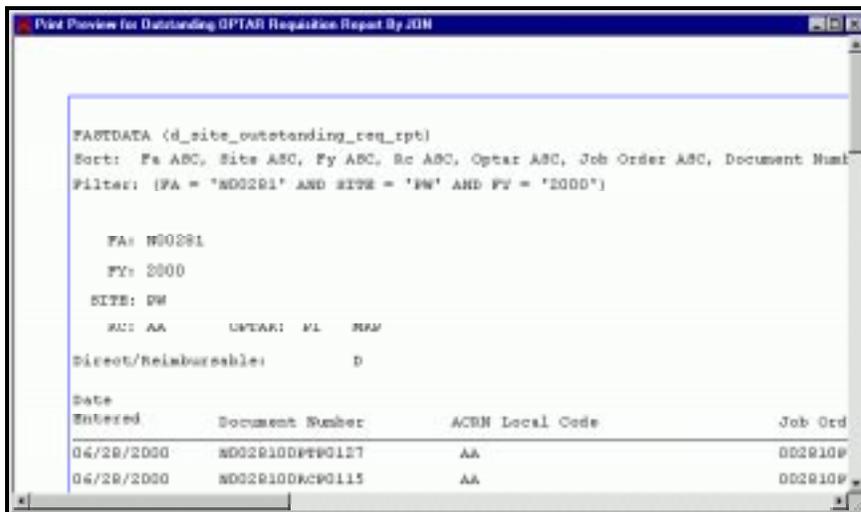


Figure 7.15
Print Preview for Outstanding OPTAR Requisition Report (No Final Expenditures)

Outstanding OPTAR Requisition (No Final Receipts, Expenditures) Reports

The Outstanding OPTAR Requisition (No Final Receipts, Expenditures) reports provide supply-type information for each transaction for which materials or services have not been received and which do not have a final receipt or expenditure posted against them. The reports can be sorted by Document Number, Expense Element, Job Order, or by Local Code.

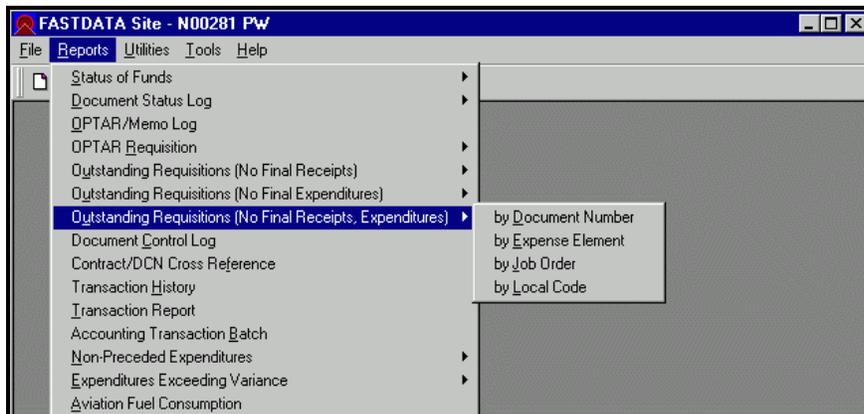


Figure 7.16
Outstanding OPTAR Requisition Reports (No Final Receipts or Expenditures)

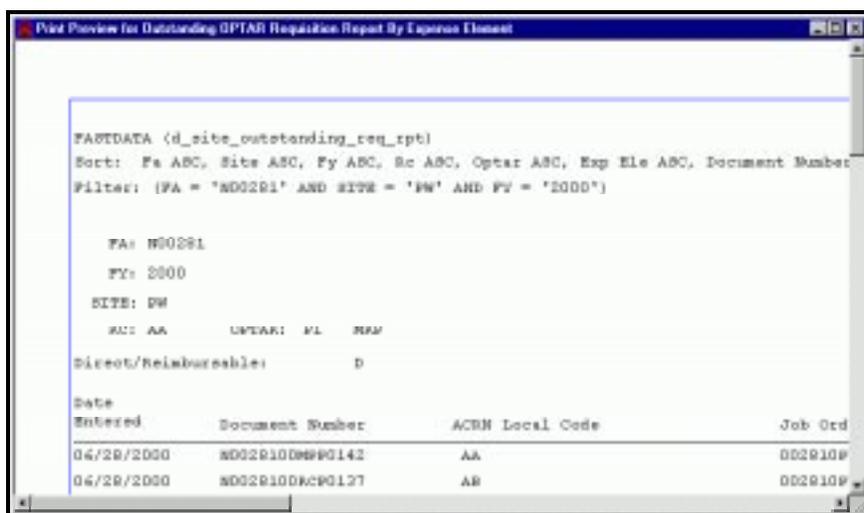


Figure 7.17
Print Preview for Outstanding OPTAR Requisition Report (No Final Receipts or Expenditures)

Document Control Log Report

The Document Control Log report provides a listing of all transactions, grouped by document type.

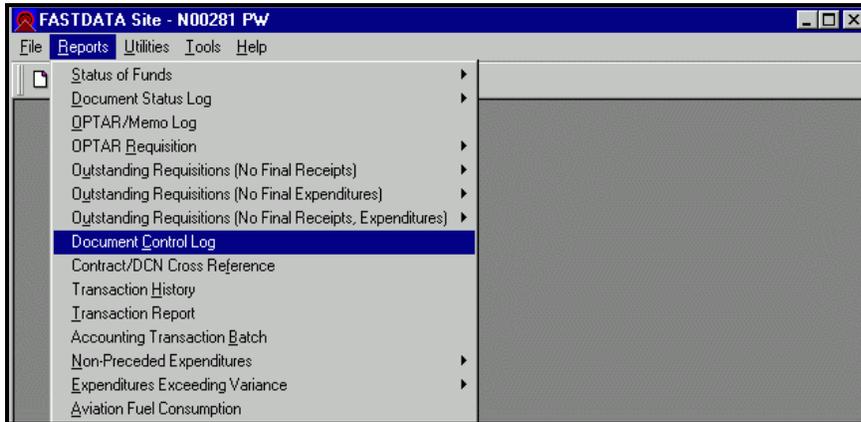


Figure 7.18
Document Control
Log Report



Figure 7.19
Print Preview for
Document Control
Log Report

Contract/DCN Cross Reference Report

The Contract/DCN Cross Reference Report provides a listing of Contract Number/PIIN(s) and associated DCN/ACRN(s).

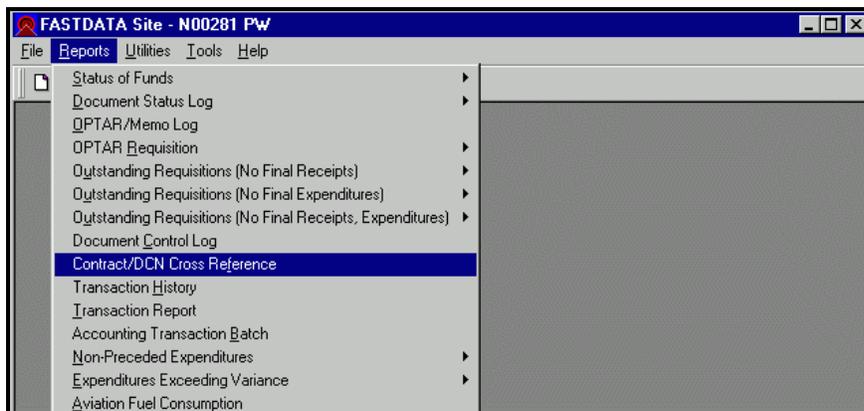


Figure 7.20
Contract/DCN Cross Reference Report

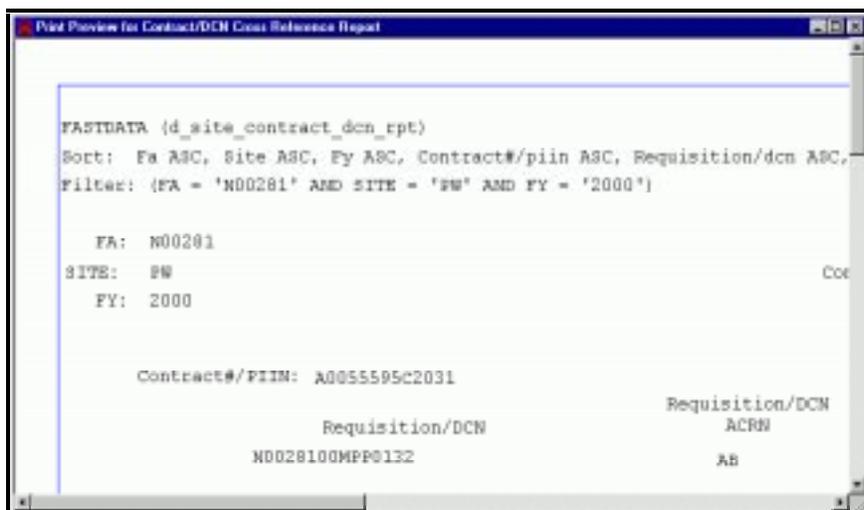


Figure 7.21
Print Preview for Contract/DCN Cross Reference Report

Transaction History Report

The Transaction History report provides the complete history of all transactions for a specific DCN/ACRN.

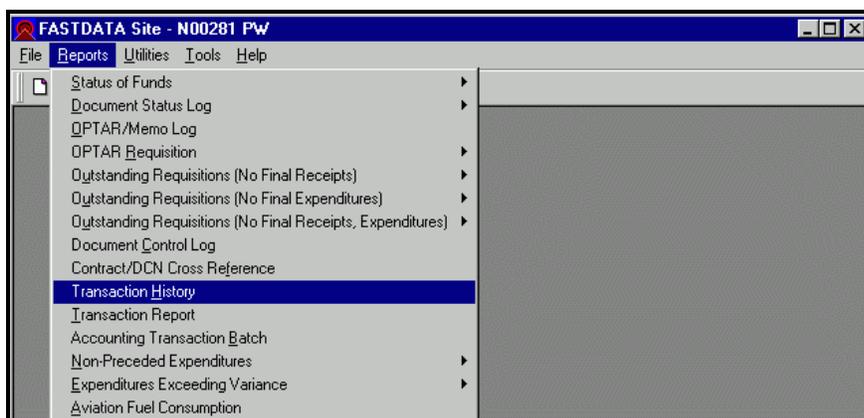


Figure 7.22
Transaction History Report

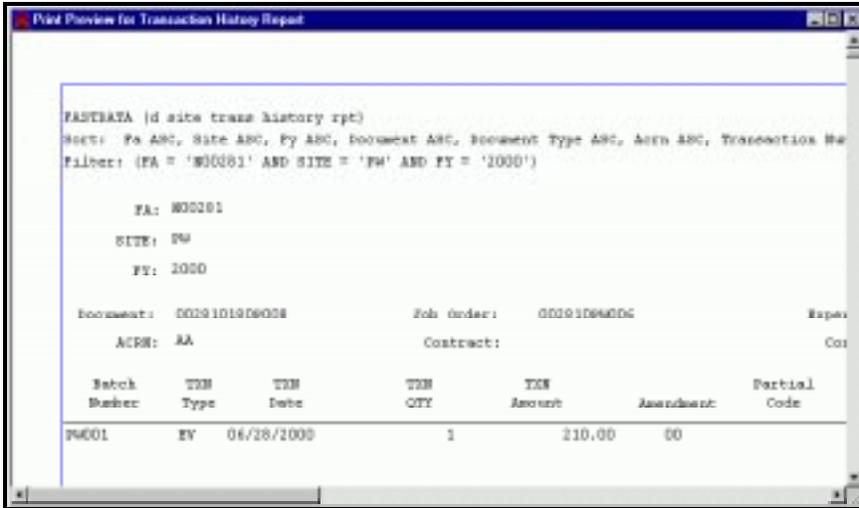


Figure 7.23
Print Preview for Transaction History Report

Transaction Report

The Transaction Report provides a complete history of transactions for the selected transaction type(s).

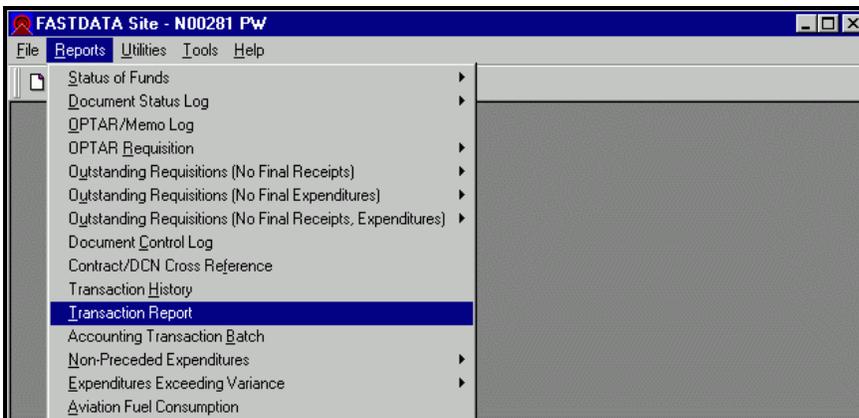


Figure 7.24
Transaction Report

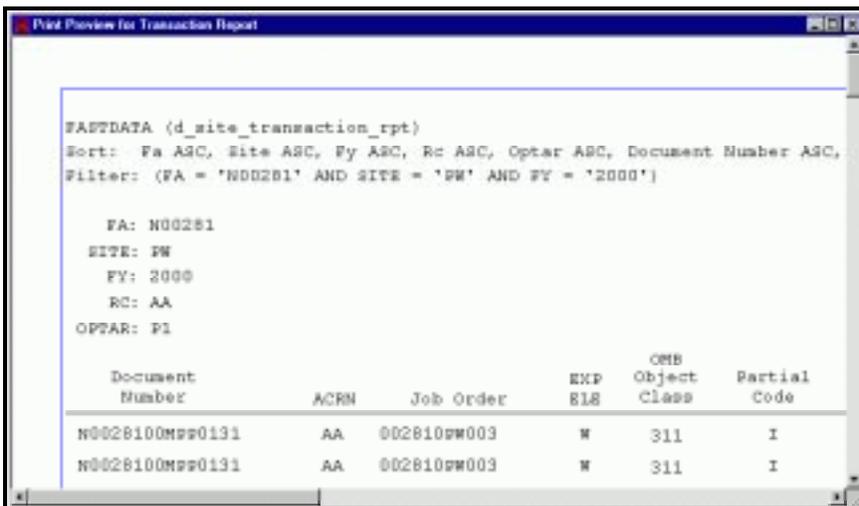


Figure 7.25
Print Preview for Transaction Report

Accounting Transaction Batch Report

The Accounting Transaction Batch Report provides a summary of exported and/or ready-for-export (current) transactions by selected batch number.

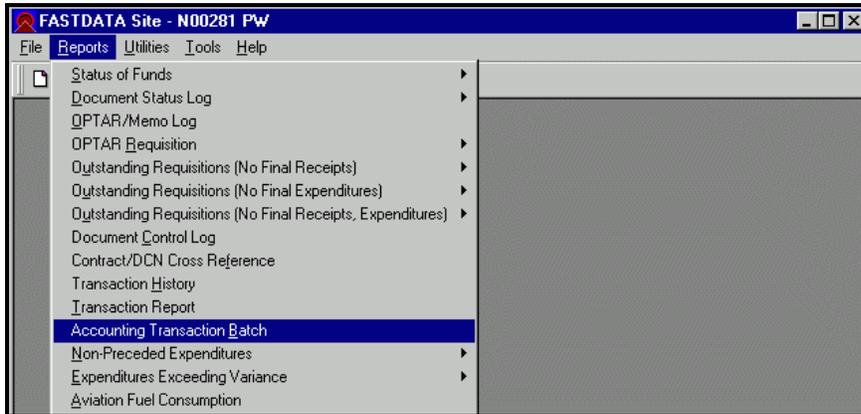


Figure 7.26
Accounting
Transaction Batch
Report

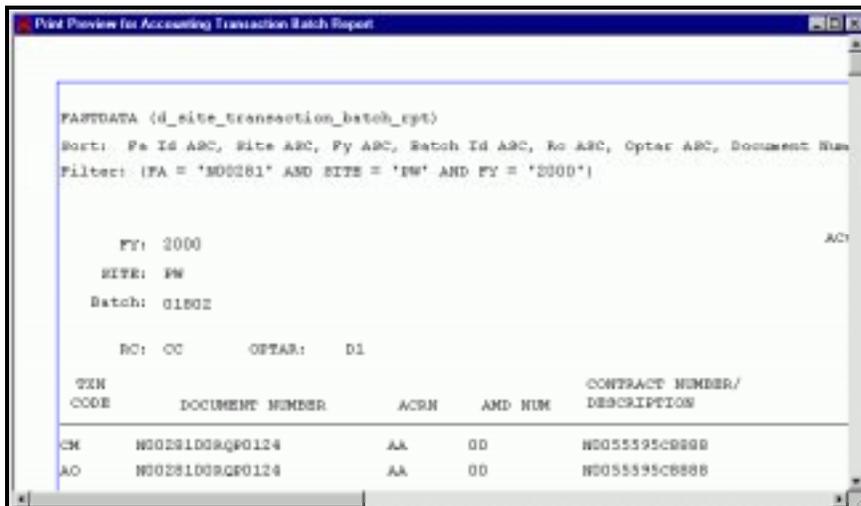


Figure 7.27
Print Preview for
Accounting
Transaction Batch
Report

Non-Preceded Expenditures Reports

The Non-Preceded Expenditures reports provide information on expenditures that were imported from the FA or entered manually and that do not have a matching obligation. The reports can be sorted by Batch Number, Document Number, or Job Order.

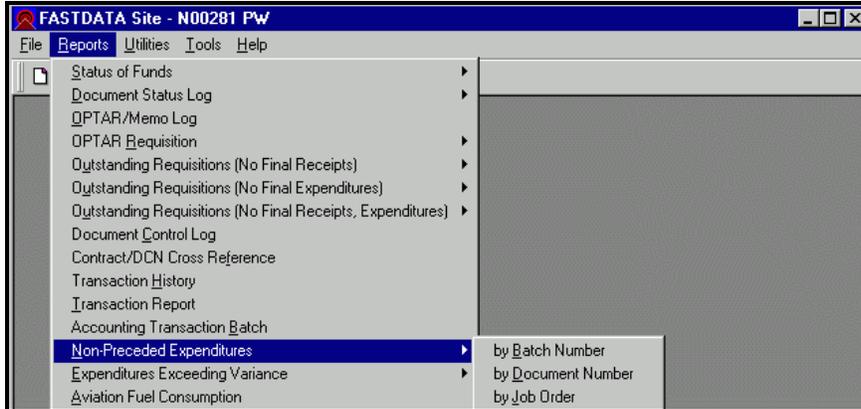


Figure 7.28
Non-Preceded Expenditures Reports



Figure 7.29
Print Preview for Non-Preceded Expenditures Report

Expenditures Exceeding Variance Reports

The Expenditures Exceeding Variance reports provide information on expenditures the FA exported to the site or that were entered manually and that exceed the acceptable level of variance. The FA establishes variance percentages and amount criteria for each RC and exports this data to the site. The reports can be sorted by Batch Number, Document Number, or Job Order.

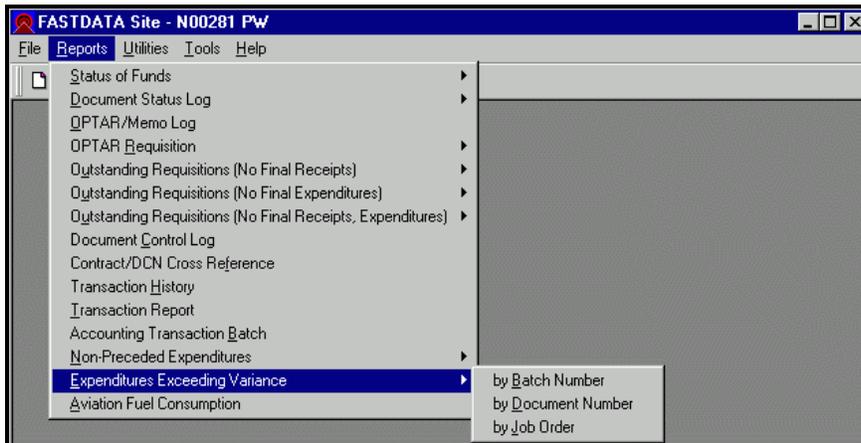


Figure 7.30
Expenditures
Exceeding Variance
Reports

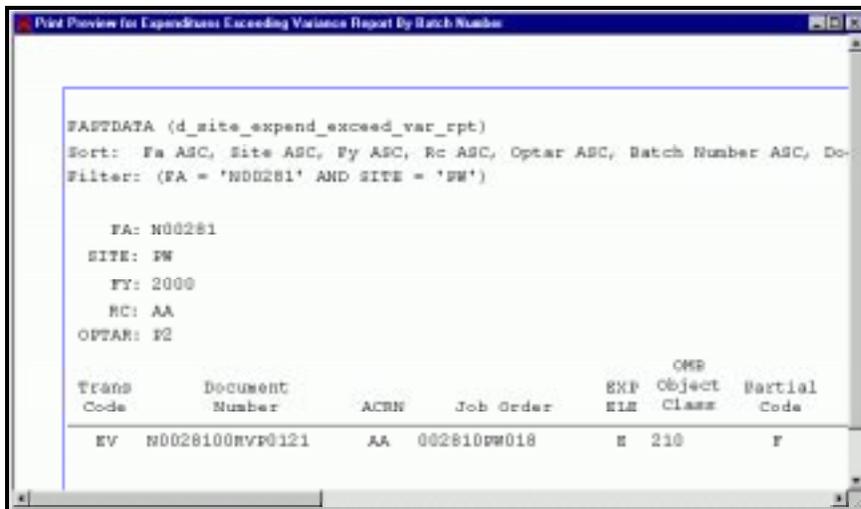


Figure 7.31
Print Preview for
Expenditures
Exceeding Variance
Report

Aviation Fuel Consumption Report

The Aviation Fuel Consumption Report provides a summary of types of fuels utilized, as well as total costs.

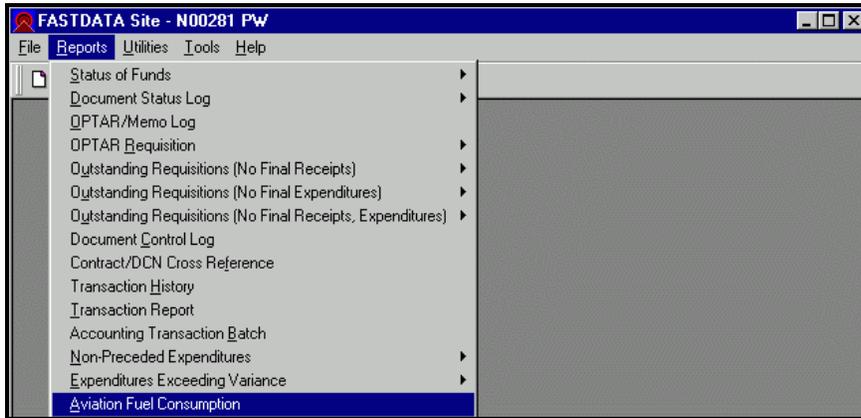


Figure 7.32
Aviation Fuel Consumption Report

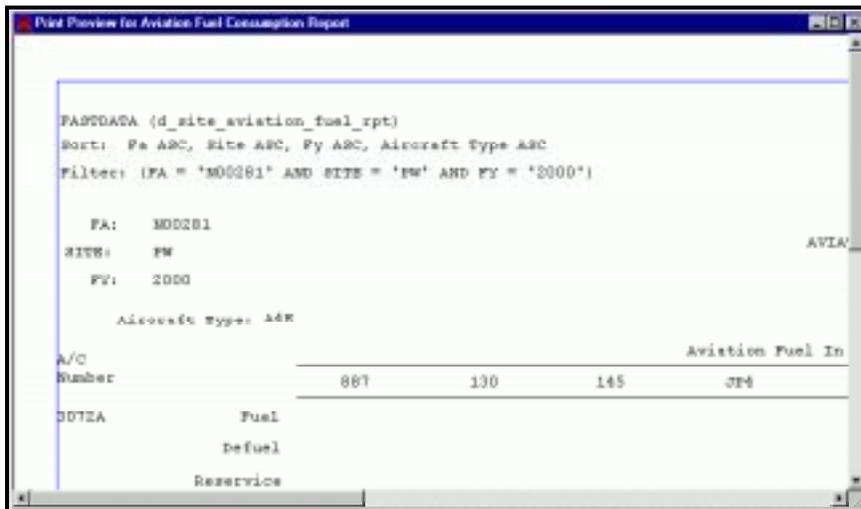


Figure 7.33
Print Preview for Aviation Fuel Consumption Report

■ Using Print Preview Toolbar Buttons

The Print Preview window toolbar provides shortcuts to **File** and **View** menu options for changing the window display and saving the report.

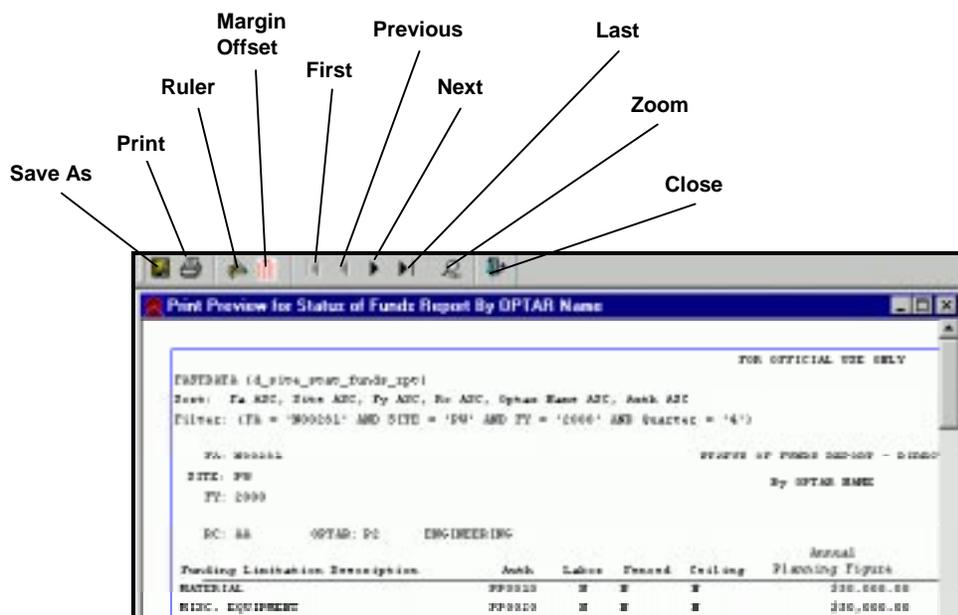


Figure 7.34
Print Preview
Toolbar
Buttons

Save As

Select this button to open the Save As window. Select the file and folder in which you wish to save the report, enter the **File name**, and select the **Save** button to save the displayed report as a file. The **Save As** option is also available from the **File** menu.



Figure 7.35
Save As
Window

Print

Select this button to print the report displayed in the Print Preview window.

Ruler

Select this button to enable or disable the Print Preview window ruler. If the ruler is enabled when you select this button, it will disappear; if the ruler is disabled when you select this button, the ruler will display. The **Ruler** option is also available from the **View** menu.

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FASTDATA (d_site_stat_funds_rpt)

Sort: Fa ASC, Site ASC, Fy ASC, Rc ASC, Optar Name ASC, Auth ASC

Filter: (FA = 'N00281' AND SITE = 'PW' AND FY = '2000' AND Quarter = '3')

FA: N00281 STATUS OF FUNDS REPORT - I

SITE: PW By OPTAR NAME

FY: 2000

RC: AA OPTAR: P2 ENGINEERING

Funding Limitation Description	Auth	Labor	Fenced	Ceiling	Annual Planning Figure
MATERIAL	P0010	N	N	N	\$50,000.0
MISC. EQUIPMENT	P0020	N	N	N	\$50,000.0
FISCAL YEAR 2000 OPTAR CODE P2					
OTHER					\$100,000.0

Figure 7.36
Print Preview
Window With
Rulers Enabled

Margin Offset

Select this button if you wish to adjust margins to allow space for punching holes if you wish to put the printed report in a binder. For portrait orientation, enabling this check box will increase the left margin; for landscape, the top margin will increase. The **Margin Offset** option is also available from the **View** menu.

First

Select this button to access the first page of the displayed report. This option is also available from the **View** menu.

Previous

Select this button to access the previous page of the displayed report. This option is also available from the **View** menu.

Next

Select this button to access the next page of the displayed report. This option is also available from the **View** menu.

Last

Select this button to access the last page of the displayed report. This option is also available from the **View** menu.

Zoom

Select this button to open the Zoom window. Select the desired magnification from the **Zoom To** list or use the **Percent** spin buttons to change the degree of magnification of the displayed report. The Preview window will allow you to view your change instantaneously. Select the **Apply** button to view your change without closing the Zoom window or select the **OK** button to close the Zoom window. The **Zoom** option is also available from the **View** menu.

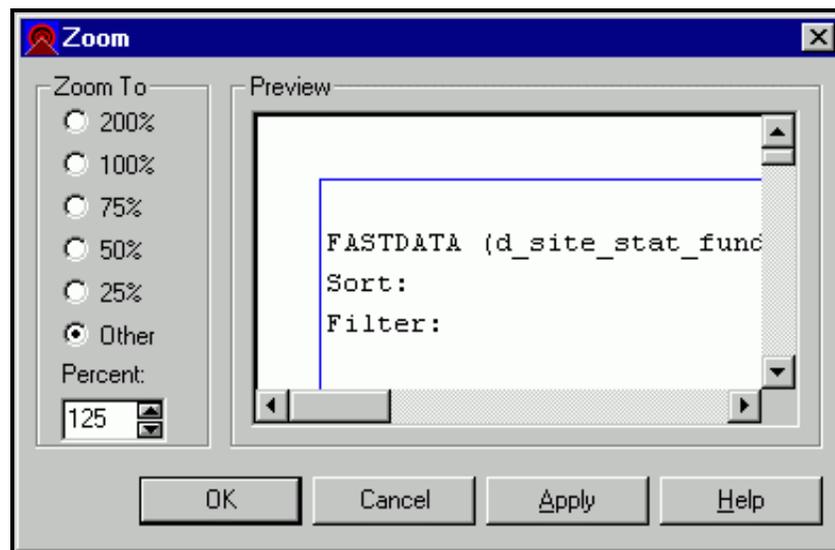


Figure 7.37
Zoom Window

Close

Select this button to close the Print Preview window. The **Close** option is also available from the **File** menu.

■ **Steps for Defining Report Criteria**

The Report Criteria window opens automatically when you open FASTDATA Site reports. You can also open this window by selecting the **View** menu **Criteria** item from the Print Preview window. Use the Report Criteria window to limit the data contained in the selected report.

1. Select the desired report criteria from the available columns drop-down lists. The column titles, as well as the number of columns, depend on the report you're opening.

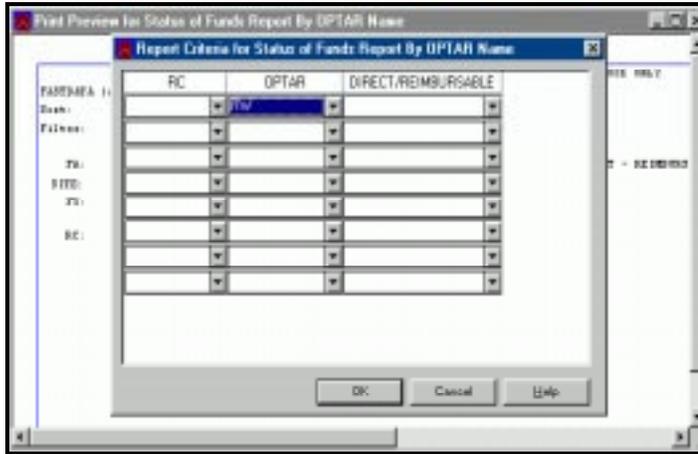


Figure 7.38
Entering
Report
Criteria Data

In the example shown, the user has selected OPTAR ID **RW**. When the Report Criteria window closes, the report will only include data for OPTAR ID RW.

2. If you do not wish to filter the report, select the **Cancel** button to close the Report Criteria window.

If you close the Report Criteria window without designating any criteria, the selected report will contain all available information.

3. Select the **OK** button. The Report Criteria window will close and the selected report will display.

■ Steps for Filtering Report Data

Use the Filter window to control the data that displays for the selected report. The Filter window is available for any report, with the exception of the OPTAR/Memo Log Report, displayed on the Print Preview window.

1. With the desired report displayed in the Print Preview window, select **Filter** from the **View** menu.

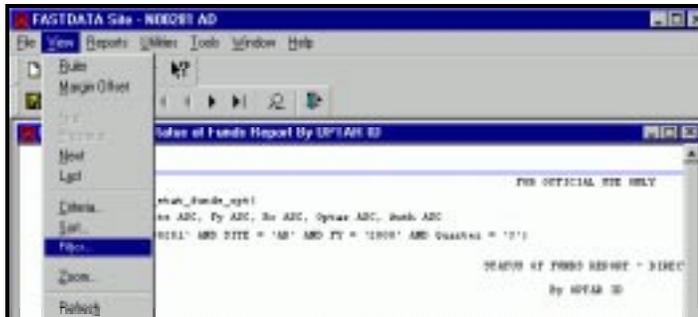


Figure 7.39
Opening the
Filter
Window

The Filter window for the selected report will open.

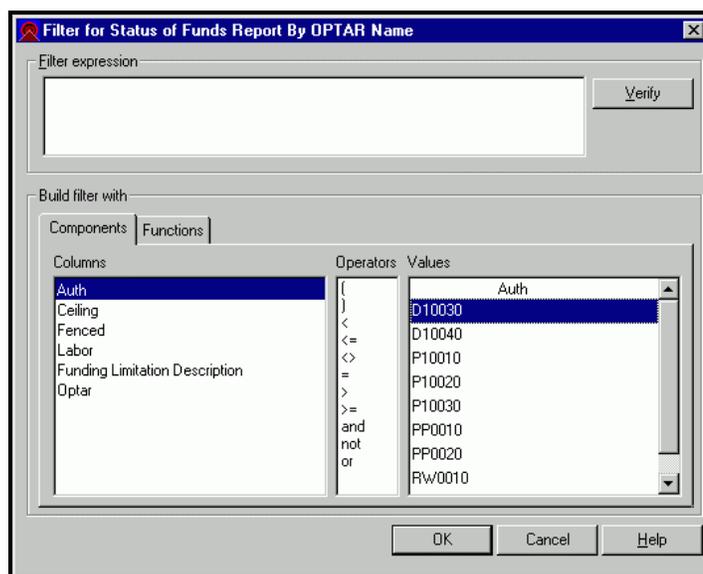


Figure 7.40
Sample
Filter
Window

When you use the Filter window, any data you defined as criteria on the Report Criteria window will not be available on the Filter window. The tabs on the Filter window allow you to pick and choose the data and operators you can use in building an expression for a report filter. The **Functions** tab provides further information on the syntax required for the selected function.

2. If you wish to enter the filter expression manually, enter the desired expression in the **Filter expression** text field.

You can specify a range of values, multiple values, or values you wish to exclude in your filter expression by using operators, which are symbols or words that control how FASTDATA handles the filter values. When entering filter expressions, enclose FASTDATA codes and letters in single or double quotation marks. Do not enclose numeric values in quotation marks.

The **(and)** mark the beginning and ending of a logical grouping of expressions.

You can filter for multiple values in a field using **or**. For example, you could enter **value 1 or value 2** in your filter expression. When you select **OK** on the Filter window, FASTDATA will filter the report so only values that match each of these values display in the report.

To exclude values from the report, use **not** before the value you wish to exclude. For example, in your filter expression, **not Value 1** will filter the value from the report. When you select **OK** on the Filter window, FASTDATA will exclude the defined value in the displayed report.

To filter using relational operators, such as greater than or less than, use these symbols with the desired value: **>**, **<**, **<>**, **>=**, or **<=** in your filter expression. For example, enter **> value 1** in your filter expression. When you select **OK** on the Filter window, FASTDATA will return the desired values in the displayed report.

Example: On the Status of Funds report by OPTAR ID, to exclude all labor transactions, enter `fastdata_fs_auth_labor_cd = 'N'` in the **Filter expression** field.

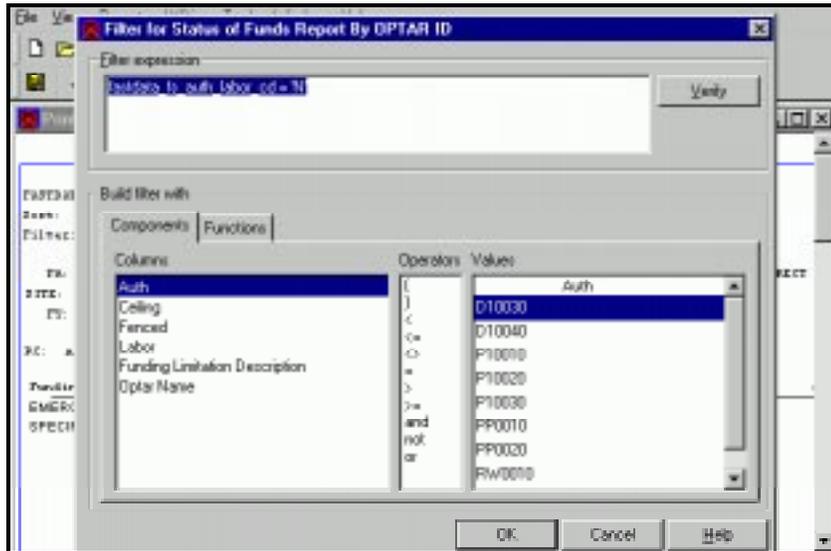


Figure 7.41
Manually
Entering Filter
Expression

- If you wish to enter a filter expression with FASTDATA assistance, select the desired **Columns**, **Operators**, and **Values** from the **Components** tab, then select the desired functions from the **Functions** tab. The selected items will appear in the **Filter expression** field.

The tabs on the Filter window allow you to pick and choose the data and operators you can use in building an expression for a report filter. The **Components** tab provides lists of column names, operators, and values from which you can build a filter expression. The **Functions** tab lists functions and their syntax.

The **Columns** list box displays the column names available for use in filtering the selected report. Double-click to select the desired column name. The selected column name will appear in the **Filter expression** field. The **Operators** list box lists the available operators. Double-click the desired operator. The selected operator will appear in the **Filter expression** field. The **Values** list box displays the values available in the database for the selected column. The column name will appear at the top of the list; available values follow. Double-click the desired value. The selected value will appear in the **Filter expression** field.

In addition to the column names shown in the Filter window **Columns** list box, there are additional columns available for filtering the Status of Funds reports. These column names do not display in the **Columns** list box so if you wish to use one or more of these column names, you must enter them into the **Filter expression** manually.

Additional Columns Available for the Status of Funds Report by OPTAR ID

annual_planning_amt
 current_authorized_amt
 obligated_amt
 Balance_amt
 Obligated_pct

Additional Columns Available for the Status of Funds Report by OPTAR Name

annual_planning_amt
 current_authorized_amt
 obligated_amt
 Balance_amt
 Obligated_pct

On the **Functions** tab, double-click on the desired function from the list on the left and select the desired syntax from the list on the right. The selected function will appear in the **Filter expression** field.

Example: To include only authorization numbers with a value greater than **P10020** in the Status of Funds Report by OPTAR ID, select **Auth** from the **Components** tab **Columns** list box. Double-click on **>** in the **Operators** list box, then select **P10020** from the **Values** list box. The resulting expression, **fastdata_fs_auth_authorization_id > 'P10020'**, will generate a report that excludes authorizations numbers below P10020.

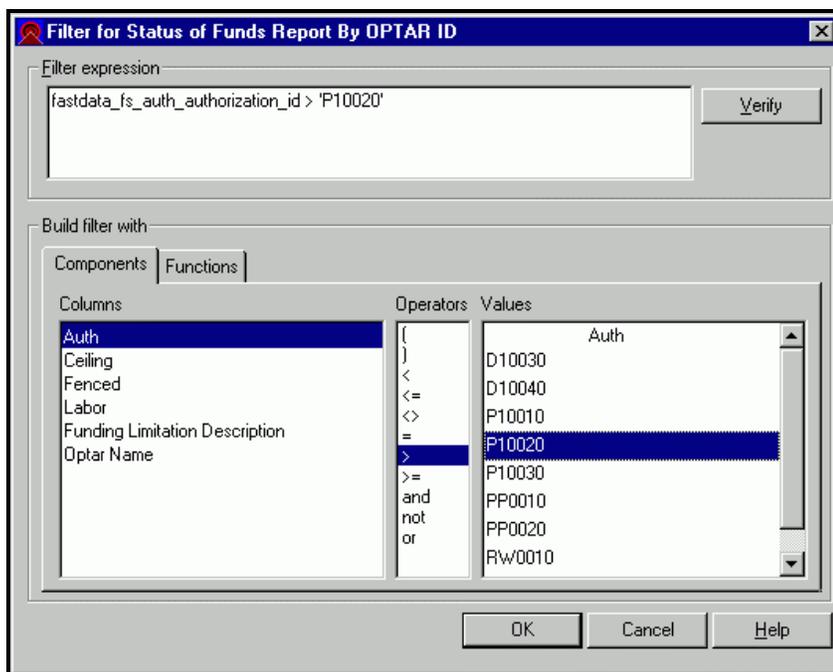


Figure 7.42
Entering a Filter
Expression with
FASTDATA
Assistance

4. Select the **Verify** button if you wish to validate the expression in the **Filter expression** field. FASTDATA will inform you that the expression is either valid or invalid. Select the **OK** button to acknowledge the message.

5. Select the **OK** button to apply the filter to the report. The Filter window will close. The Print Preview window for the selected report displays the filtered data.

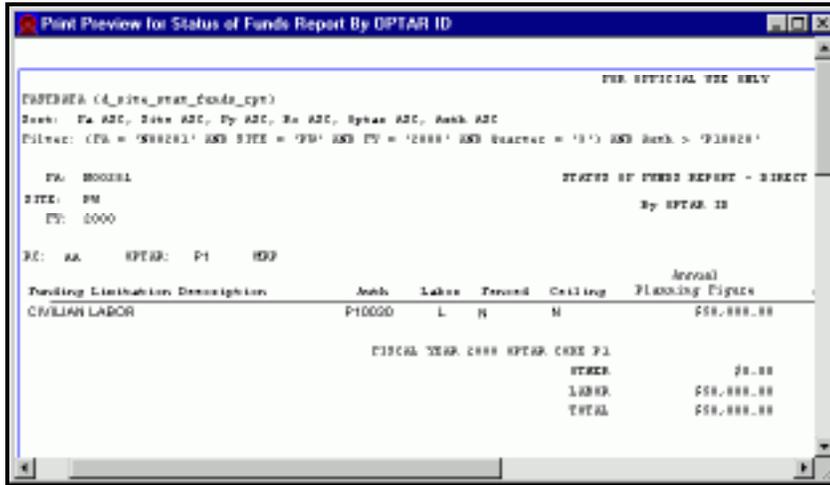


Figure 7.43
FASTDATA
Site Report
with Filtered
Data

■ Steps for Sorting Report Data

The Sort window is available while viewing any report, with the exception of the OPTAR/Memo Log and Transaction History reports, in the Print Preview window. Use the window to sort the data in the displayed report.

1. With the desired report displayed in the Print Preview window, select **Sort** from the **View** menu.

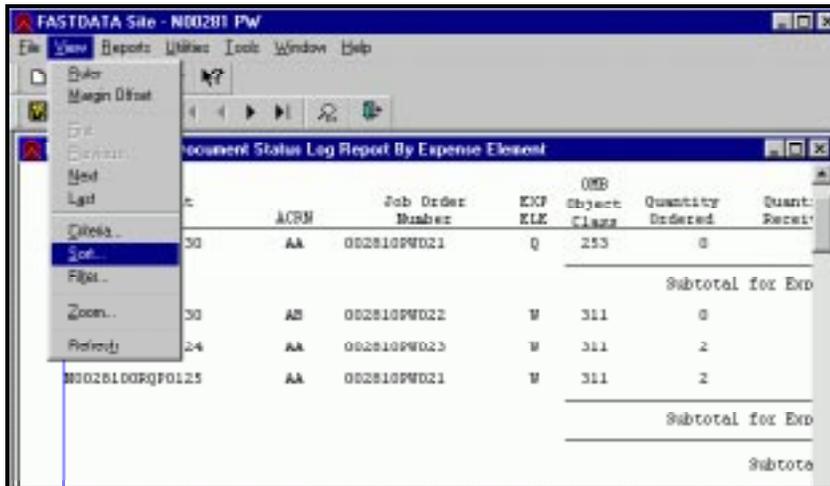


Figure 7.44
Opening the
Sort Window

The Sort window will open. The column names that appear in the **Columns Available for Sorting** list box depend on the Site report you currently have open. Values displayed in the **Sort Columns** list box indicate the default values by which the selected report is currently sorted.

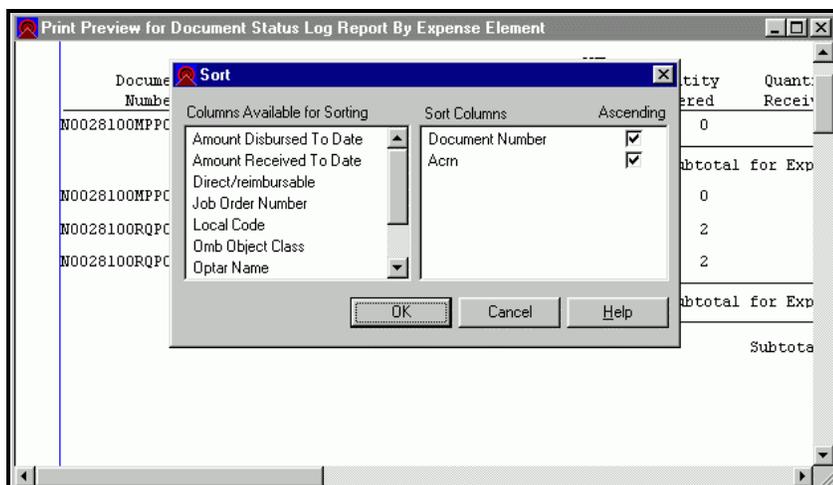


Figure 7.45
Sort Window

2. On the **Columns Available for Sorting** list box, left-click on a column name; holding the mouse button down, drag the name to the **Sort Columns** list box and release the mouse button.

If you wish to change the default values, you can remove **Sort Columns** names by dragging them to the **Columns Available for Sorting** list box.

3. Disable the **Ascending** check box if you wish to sort column values in descending order.

If the **Ascending** check box is checked, column values display in ascending order; if unchecked, column values display in descending order.

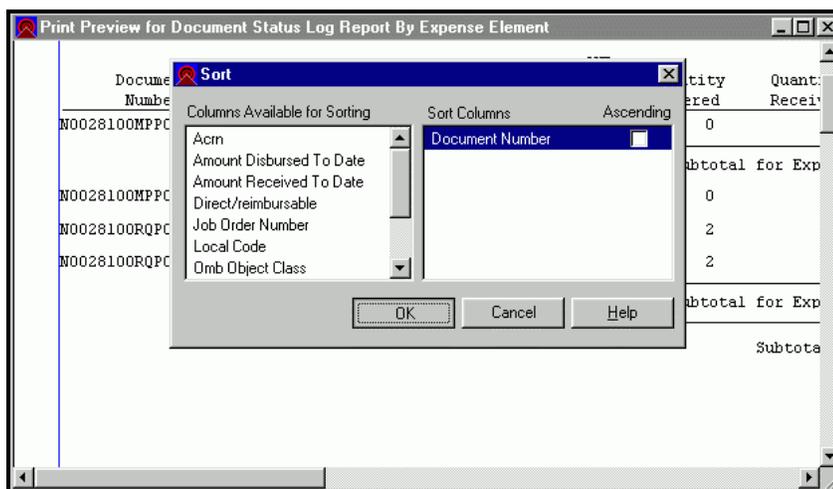


Figure 7.46
Sorting Report Data

4. Select the **OK** button to close the Sort window.

For the sort example shown in Figure 7-46, FASTDATA will display the report with the **Job Order Number** column data listed in descending order.

FASTDATA Site - N00281 PW
 File View Reports Queries Tools Window Help

Print Preview for Document Status Log Report By Expense Element

RC: CC OPTAR: D1 OPN EQUIPMENT
 Direct/Reimbursable: D

Document Number	ACME	Job Order Number	EXP ELE	OMB Object Class	Quantity Ordered	Quantity Received
N0028100HFP0130	AA	002810FM021	0	313	0	
					Subtotal for Exp	
N0028100RQP0124	AA	002810FM023	W	311	3	
N0028100HFP0130	AB	002810FM022	W	311	0	
N0028100RQP0125	AA	002810FM021	W	311	3	
					Subtotal for Exp	
					Subtotal	

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Figure 7.47
Sorted Data Display