NOAA

GL005

Quick Reports

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Overview

Two new quick reports were added to the Quick Report Kick Off Screen, QR001. These reports were developed to help users review the approval status and data input on the General Journal Transaction Screen, GL005. It is therefore expected that the users of these reports are knowledgeable of the use of the GL005 and GL015 screens.

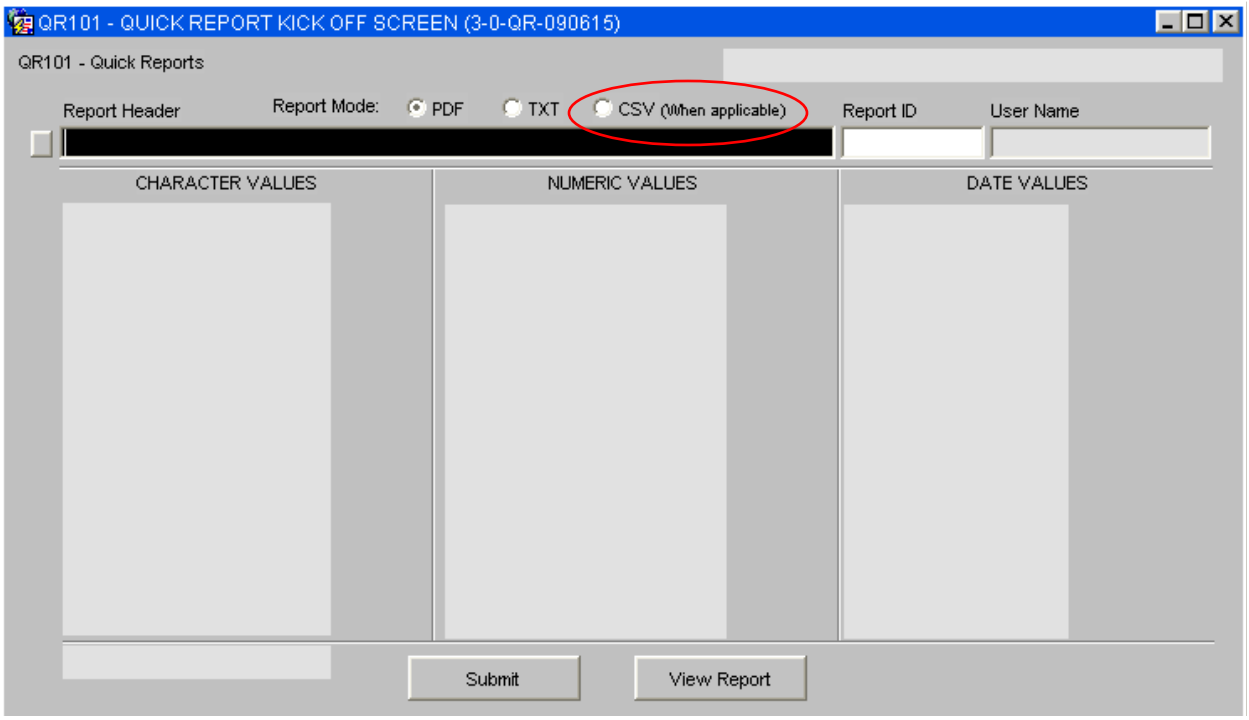
QR0078 - GL GJ APPROVAL STATUS REPORT – This report will be used to obtain information on the approval status of GL005 transactions prior to month-end and year-end closing, but can be used at any time. This report can be produced in either a PDF or TXT file format which can be viewed on the Report Server Queue. The TXT file will also be generated to the user's C:\Temp directory. From there the report may be imported into Excel, using the Excel Import Wizard.

QR0079 - GL GJ REVIEW REPORT – This report will be used to review the data on GL005 transactions prior to applying requester and/or manager approval, but can be used at any time. This report can only be produced in the CSV file format. It cannot be viewed on the Report Server Queue. The file will be generated to the user's C:\Temp directory. From there it can be easily opened in Excel by double clicking the file name. Users will not need to use the Excel Import Wizard.

While both reports have the same input parameters, the output is different. The table below displays these differences.

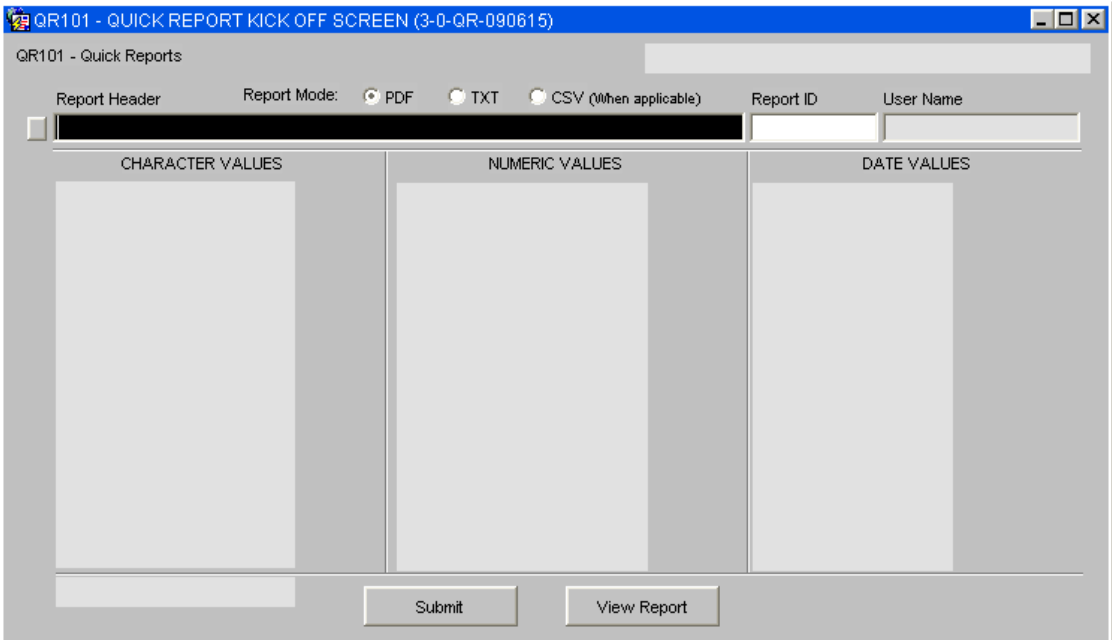
Item	***QR0078***	***QR0079***
Control record data	Yes	Yes
Detail record data	No	Yes
PDF and TXT file output	Yes	No
CSV file output	No	Yes

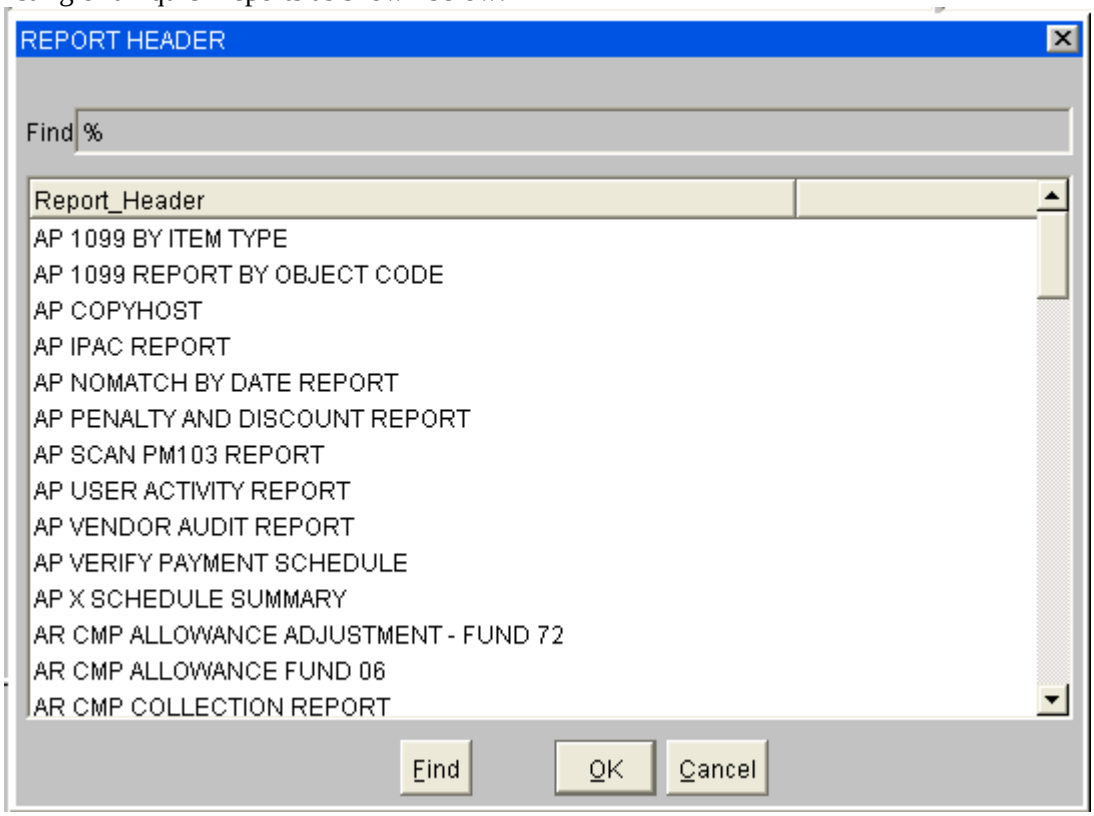
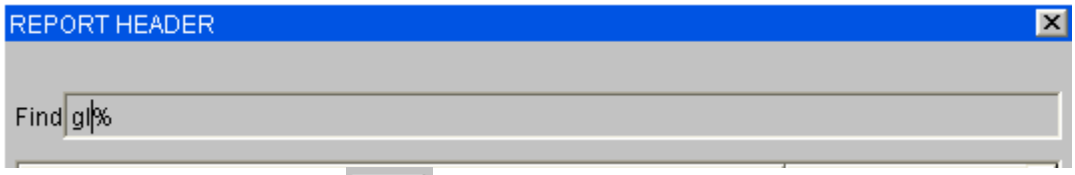
In order to produce the CSV file for **QR0079**, a new "Report Mode" was added to the QR001 screen. At this time, the new mode applies ONLY to the **QR0079** report. See below.

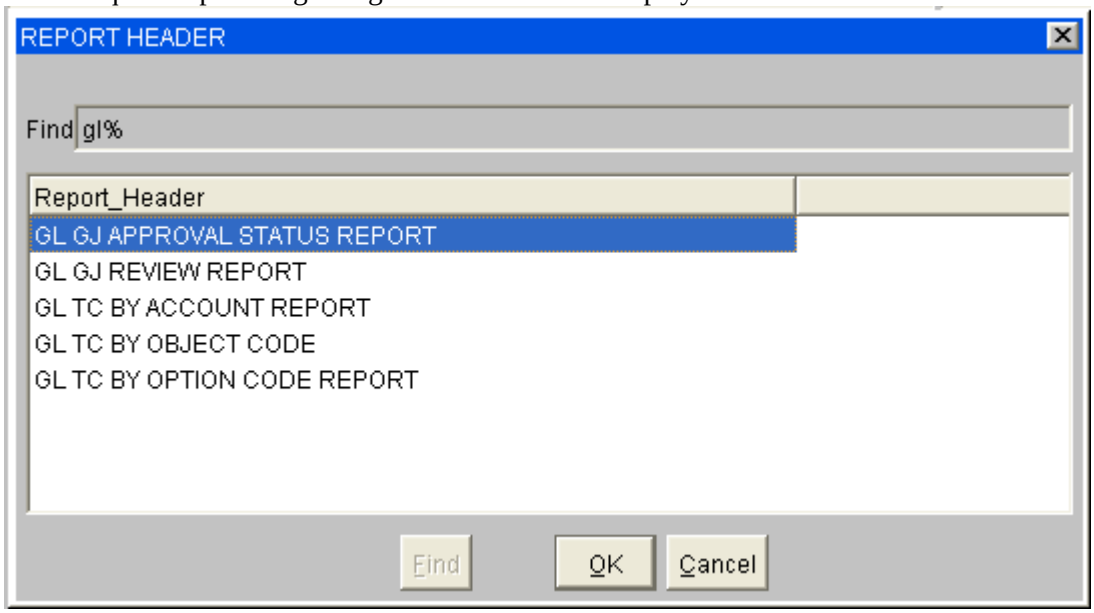
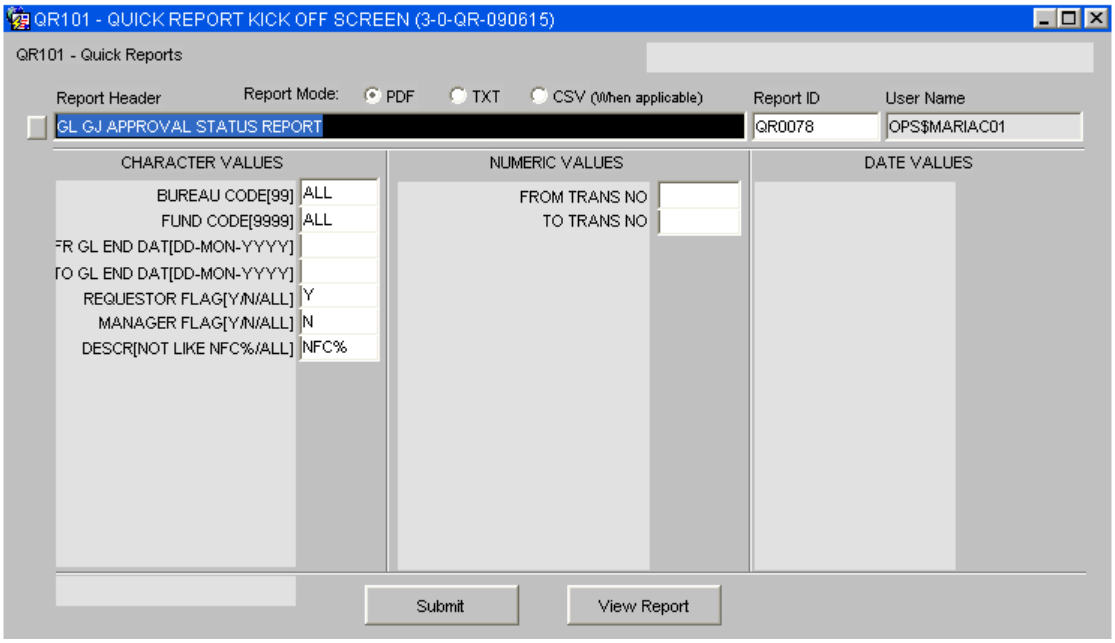

QR101 - QUICK REPORT KICK OFF SCREEN (3-0-QR-090615)
QR101 - Quick Reports
Report Header
Report Mode:
PDF
TXT
CSV (When applicable)
Report ID
User Name
CHARACTER VALUES
NUMERIC VALUES
DATE VALUES
Submit
View Report

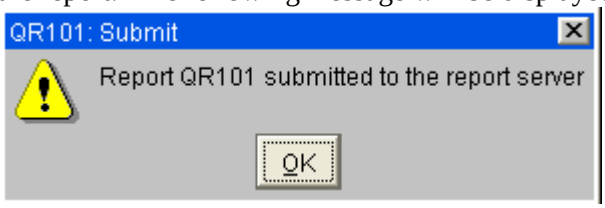
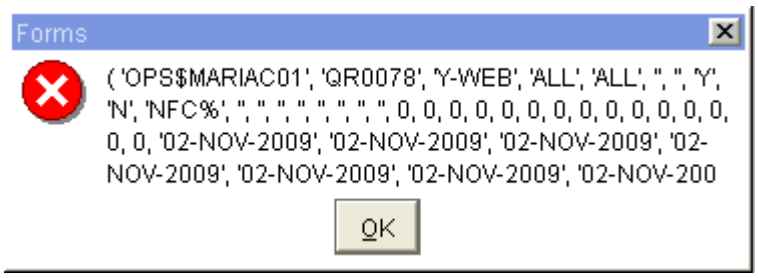
1. GL GJ APPROVAL STATUS REPORT (QR0078) Steps to produce the report

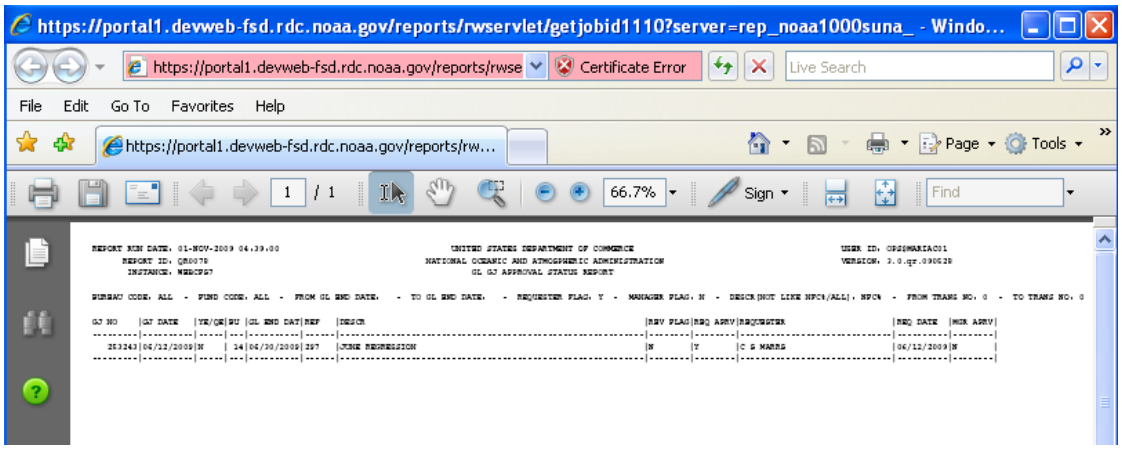
Once in the CBS Navigator, users perform the following steps to run the **QR0078** report:

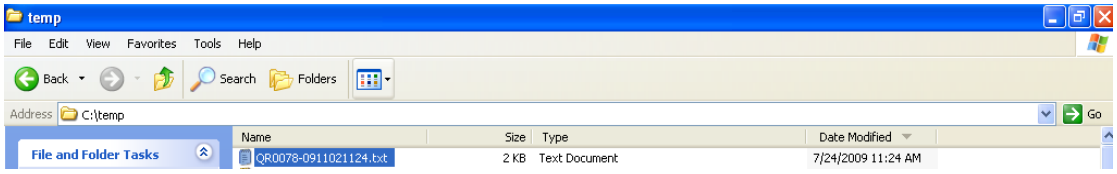
Step	*Action*
1	➢ Log into the CFS application ➢ Scroll down until you see ***QR101 Quick Reports*** on the ***CBS Navigator*** ➢ Select the **QR101 – Quick Reports** ***Note: Please refer to the CFS Access & Navigation section for additional information on the logon process and menus.***
2	The **QR101 – Quick Report Kick Off Screen** will be displayed as shown below: 

Step	*Action*
3	Users will click in the **Report Header** field in order to bring up the dialog box containing a listing of all quick reports as shown below: 
4	Using the Find and Wildcard (%) features users can enter “gl”,  then press the “Find” button

Step	Action
5	A list of quick reports beginning with “GL” will be displayed.  Double click the “GL GJ Approval Status Report”
6	The **QR0078** is best produced by using the default “Report Mode:” of PDF, but TXT may be used if the user desires to import the file to Excel. **The CSV Report Mode is <u>not</u> valid for this report.** Users will complete applicable fields on the **QR0078** parameter screen, which will generate the appropriate report information.  ***Note: The data fields from this screen are explained in detail in the next section.***

Step	*Action*
7	Once the proper parameters are entered, users press the **Submit** command button to generate the report. The following message will be displayed:  Click the "OK" button.
8	If the TXT report mode was selected, the user will receive these additional messages  Click the "OK" button. Click the "OK" button.

Step	Action
9	Users can then view the report by either clicking the "View Report" button on the QR001 screen or by selecting the report from the Report Server Queue The report will open in a new window. 
10	Click the **Print** icon to print a copy of the report. The report may also be saved to the user's PC by using the "Save As" option on the "File" menu.
11	Click on the Report Previewer **Exit** icon in the upper right corner to close the report window. ***Note: The Exit icon is the red X on the upper right corner, not the Delete a Record icon within CFS modules which is very similar.***

Step	*Action*
12	If the TXT report mode was selected, the user can also find the report in their C:\Temp directory. The report can be viewed or imported into Excel. 
13	Returning to the **QR0078** report on the CBS QR101 screen, the users may change the parameters and rerun the report, or they may click in the *Report Header* field to select a different report, or they may click the Exit icon to leave the **Quick Report Kick Off Screen.**

1.1 GL GJ Approval Status Report (QR0078) Parameters

The **QR0078** report has the following in-put parameters:

Parameter	*Description*
BUREAU CODE[99]	Two digit numeric code assigned to a bureau. User may enter a specific value (13 for BIS, or 14 for NOAA) or use the default value of "ALL".
FUND CODE[9999]	Four digit numeric code assigned to a fund. User may enter a specific value for an active fund, or use the default value of "ALL".
FR GL END DAT[DD-MON-YYYY]	This field defaults to blank, which means "ALL". The user may enter a valid GL_End_Date in this field to exclude data entered in GL periods prior to this date.
TO GL END DAT[DD-MON-YYYY]	This field defaults to blank, which means "ALL". The user may enter a valid GL_End_Date in this field to exclude data entered in GL periods subsequent to this date.
REQUESTOR FLAG[Y/N/ALL]	This field defaults to "Y" but may be changed by the user. Valid values are: "Y" – Requester approved "N" – Requester not approved "ALL" – both approved and not approved
MANAGER FLAG[Y/N/ALL]	This field defaults to "N" but may be changed by the user. Valid values are: "Y" – Manager approved "N" – Manager not approved "ALL" – Both approved and not approved
DESCR[NOT LIKE NFC%/ALL]	This field defaults to "NFC%" but may be changed by the user. Valid values are: "NFC%" – Excludes GL005 entries with "NFC" as the first three characters in the description field. "ALL" – Includes all GL005 entries regardless of the description. ***Note: Changing the default to "ALL" with both the Requester and Manager Approval set to "Y", will retrieve extremely large amounts of data.***

Parameter	*Description*
FROM TRANS NO	This field defaults to blank, which means "ALL". The user may enter a valid Trans_No (GJ number) in this field to exclude GJ's entered prior to this Trans_No.
TO TRANS NO	This field defaults to blank, which means "ALL". The user may enter a valid Trans_No (GJ number) in this field to exclude GJ's entered subsequent to this Trans_no.

Note – None of the Quick Reports contain a list of values. The user must know the values they wish to search on. These reports also run against the current CFS tables, which contain the most up-to-date information – unlike Data Warehouse which is a previous day copy.

1.2 GL GJ Approval Status Report (QR0078) Report Contents

The search values used for the input parameters (see above) will be displayed across the top of each page of the report, along with the following information:

Item	*Description*
REPORT RUN DATE	The date the user produced the report
REPORT ID	The number of the quick report (i.e., QR0078)
INSTANCE	The name of the database where the report was run (i.e., production or test)
USER ID	The user ID of the person who ran the report
VERSION	The latest version of the code for this report.

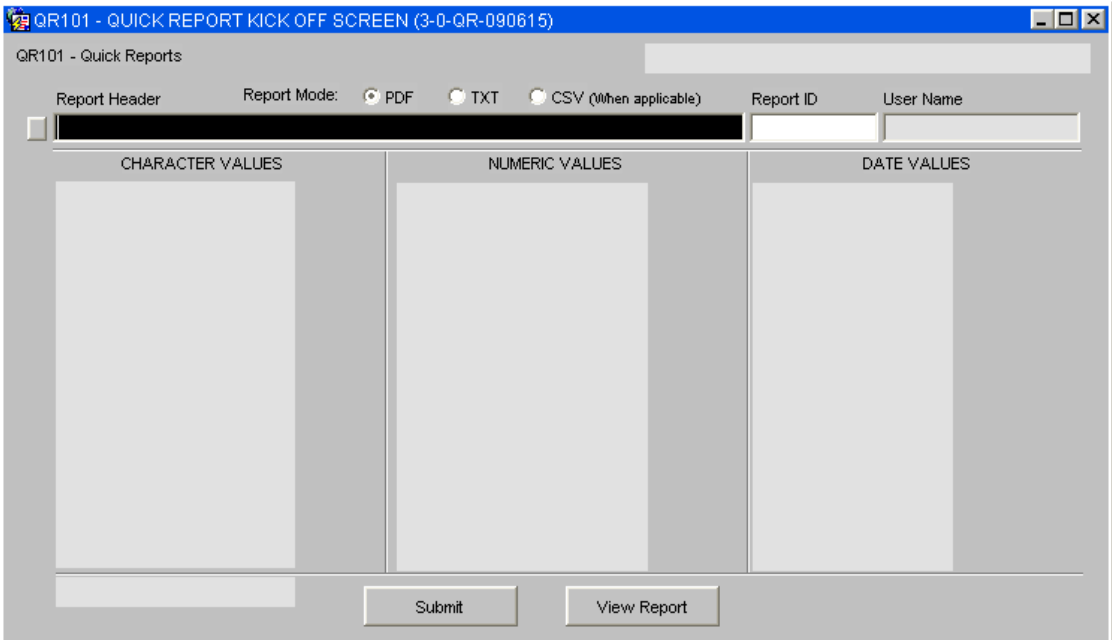
The body of the **QR078** report has the following column headings:

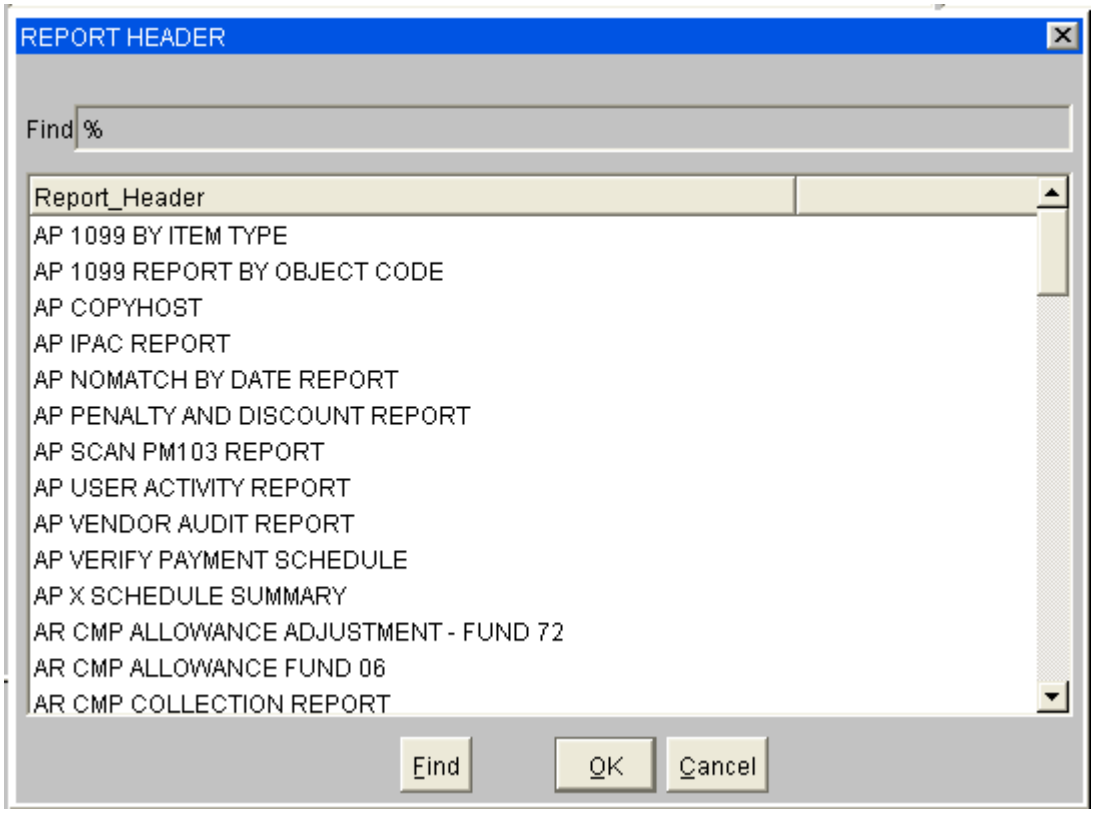
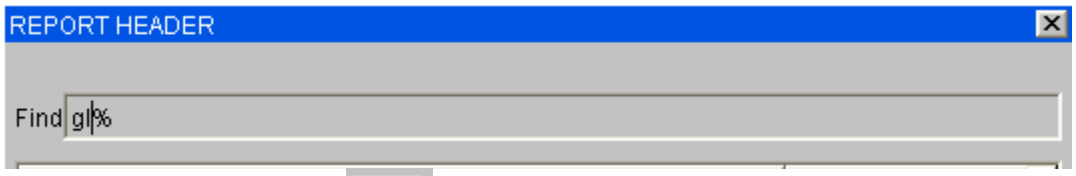
Column	*Description*
GJ NO	Displays the GJ Control Trans Number
GJ DATE	Displays the GJ Control GJ Date (the date the transaction was created)
YE/QE	Displays the GJ Control Audit Adjustment Flag
BU	Displays the GJ Control Bureau Code
GL END DATE	Displays the GJ Control GL End Date
REF	Displays the GJ Control Reference value

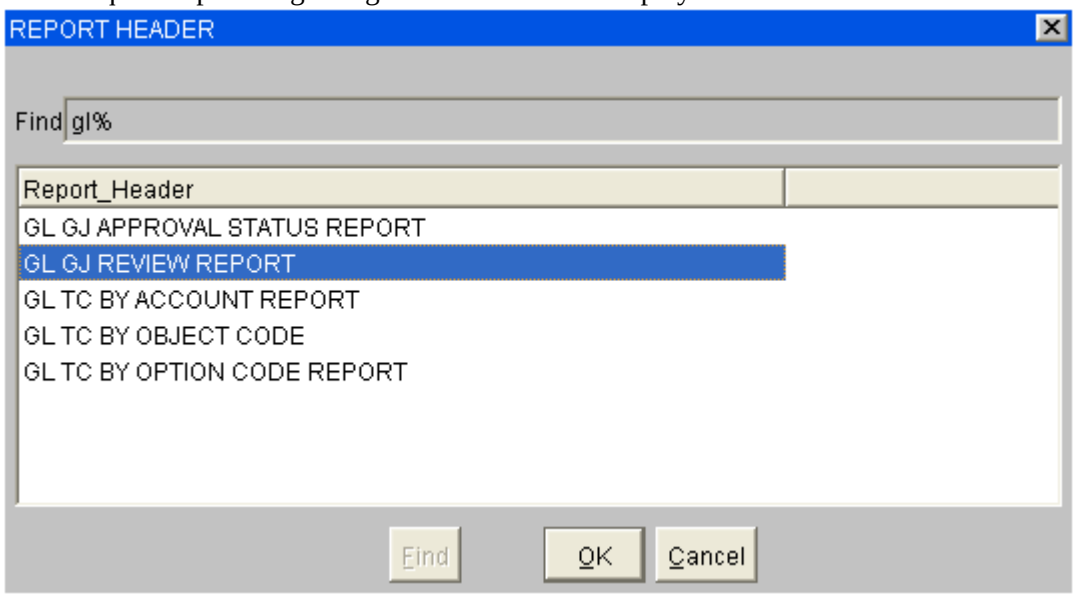
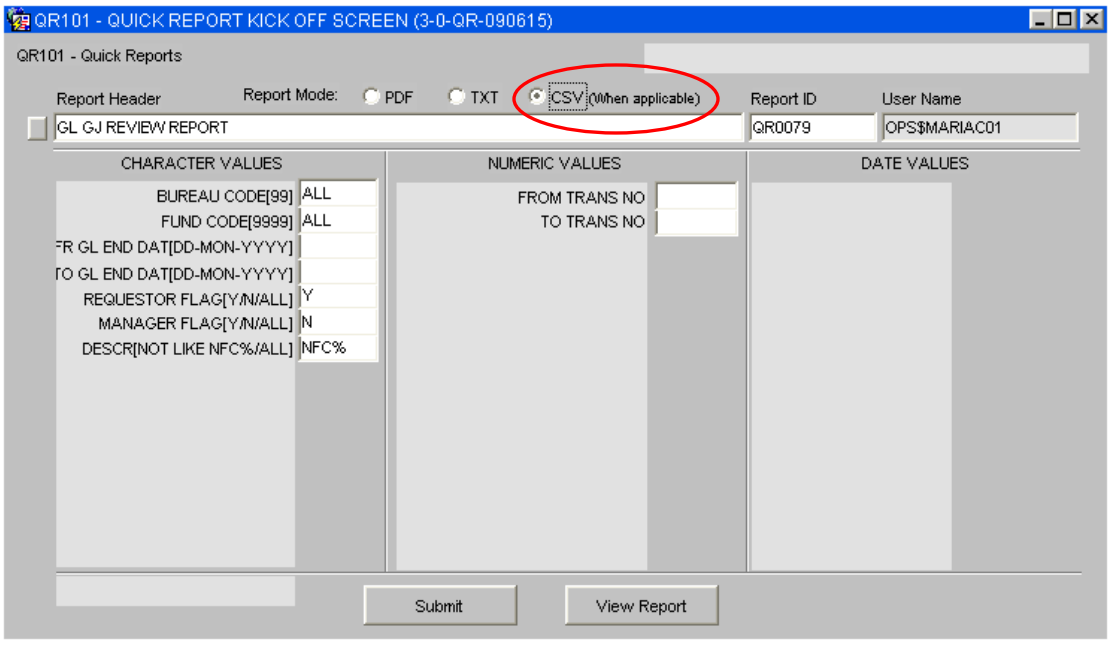
Column	*Description*
DESCR	Displays the GJ Control Description
REV FLAG	Displays the GJ Control Reverse Flag
REQ APRV	Displays the GJ Control Requester Approval Flag
REQUESTER	Displays the GJ Control Requester By (the name of the requester)
REQ DATE	Displays the GJ Control Requester Date (the requester approval date)
MGR APRV	Displays the GJ Control Manager Approval Flag

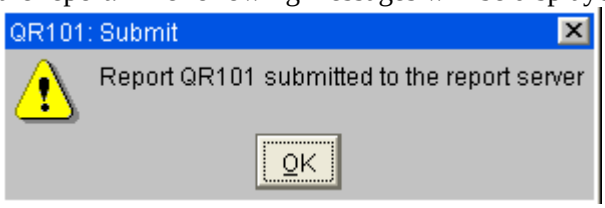
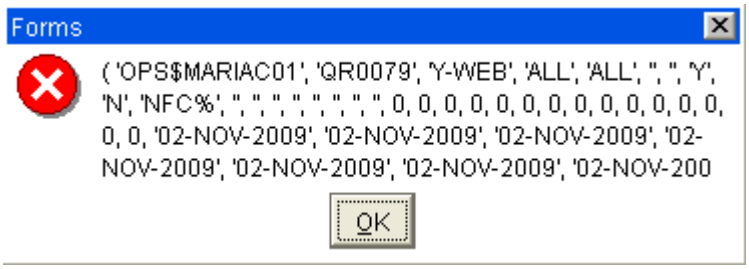
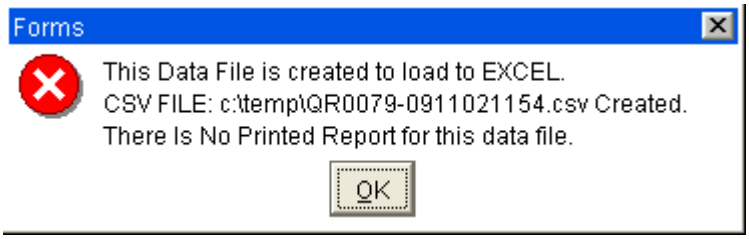
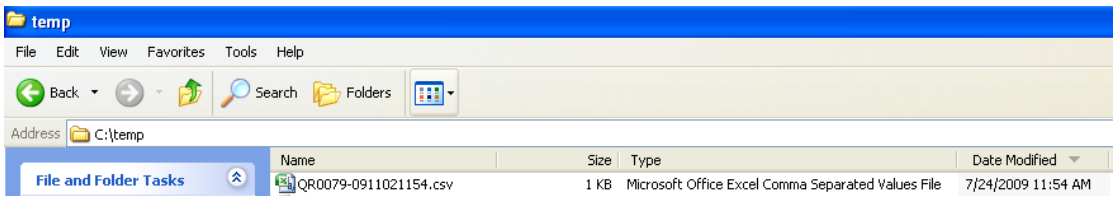
2. GL GJ REVIEW REPORT (QR0079) Steps to produce the report

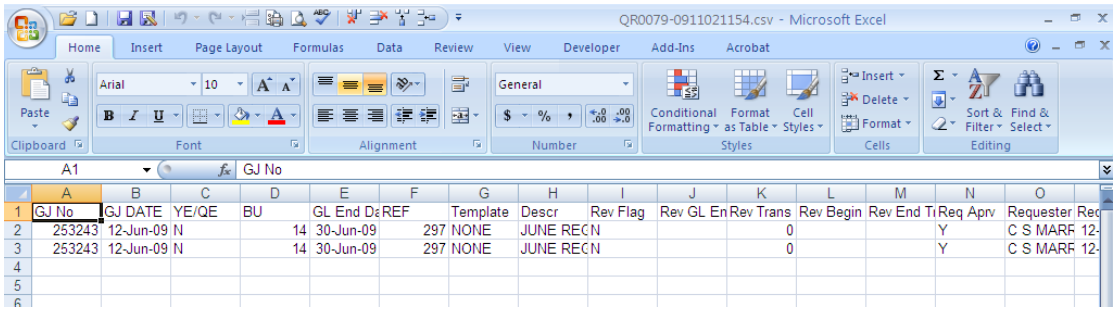
Once in the CBS Navigator, users perform the following steps to run the **QR0079** report:

Step	*Action*
1	➢ Log into the CFS application ➢ Scroll down until you see ***QR101 Quick Reports*** on the ***CBS Navigator*** ➢ Select the **QR101 – Quick Reports** ***Note: Please refer to the CFS Access & Navigation section for additional information on the logon process and menus.***
2	The **QR101 – Quick Report Kick Off Screen** will be displayed as shown below: 

Step	*Action*
3	Users will click in the **Report Header** field in order to bring up the dialog box containing a listing of all quick reports as shown below: 
4	Using the Find and wildcard (%) features users can enter “gl”  then press the “Find” button

Step	Action
5	A list of quick reports beginning with "GL" will be displayed.  Double click the "GL GJ Review Report"
6	**The QR0079 can be produced only by using the "CSV" Report Mode. The Report Modes of PDF and TXT are <u>not</u> valid for this report.** **Users <u>must</u> change the Report Mode to CSV, before submitting the report; otherwise no report (file) will be generated.** Users will change the Report Mode to CSV, and then complete the applicable fields on the **QR0079** parameter screen, which will generate the appropriate report information.  ***Note: The data fields from this screen are explained in detail in the next section.***

Step	*Action*
7	Once the proper parameters are entered, users press the **Submit** command button to generate the report. The following messages will be displayed:  ***Note : Only a blank page is generated to the report server.*** Click the "OK" button.  Click the "OK" button.  Click the "OK" button.
8	Only a blank page will be displayed if the user tries to view the report by clicking the "View Report" button on the QR001 screen or by selecting the report from the Report Server Queue. The **QR079** report is only available via the user's C:\Temp directory.
9	Find the report on the C:\Temp directory. 

Step	*Action*
10	Double Click the file name to open it into Excel. All of the features of Excel are then available for formatting and sorting. 
11	Returning to the **QR0079** report on the CBS QR101 screen, the users may change the parameters and rerun the report, or they may click in the *Report Header* field to select a different report, or they may click the Exit icon to leave the **Quick Report Kick Off Screen.**

2.1 GL GJ Review Report (QR0079) Parameters

The **QR0079** report has the following in-put parameters:

Parameter	*Description*
BUREAU CODE[99]	Two digit numeric code assigned to a bureau. User may enter a specific value (13 for BIS, or 14 for NOAA) or use the default value of "ALL".
FUND CODE[9999]	Four digit numeric code assigned to a fund. User may enter a specific value for an active fund, or use the default value of "ALL".
FR GL END DAT[DD-MON-YYYY]	This field defaults to blank, which means "ALL". The user may enter a valid GL_End_Date in this field to exclude data entered in GL periods prior to this date.
TO GL END DAT[DD-MON-YYYY]	This field defaults to blank, which means "ALL". The user may enter a valid GL_End_Date in this field to exclude data entered in GL periods subsequent to this date.
REQUESTOR FLAG[Y/N/ALL]	This field defaults to "Y" but may be changed by the user. Valid values are: "Y" – Requester approved "N" – Requester not approved "ALL" – both approved and not approved
MANAGER FLAG[Y/N/ALL]	This field defaults to "N" but may be changed by the user. Valid values are: "Y" – Manager approved "N" – Manager not approved "ALL" – Both approved and not approved
DESCR[NOT LIKE NFC%/ALL]	This field defaults to "NFC%" but may be changed by the user. Valid values are: "NFC%" – Excludes GL005 entries with "NFC" as the first three characters in the description field. "ALL" – Includes all GL005 entries regardless of the description. ***Note: Changing the default to "ALL" with both the Requester and Manager Approval set to "Y", will retrieve extremely large amounts of data.***

Parameter	*Description*
FROM TRANS NO	This field defaults to blank, which means "ALL". The user may enter a valid Trans_No (GJ number) in this field to exclude GJ's entered prior to this Trans_no.
TO TRANS NO	This field defaults to blank, which means "ALL". The user may enter a valid Trans_No (GJ number) in this field to exclude GJ's entered subsequent to this Trans_no.

Note – None of the Quick Reports contain a list of values. The user must know the values they wish to search on. These reports also run against the current CFS tables, which contain the most up-to-date information – unlike Data Warehouse which is a previous day copy.

2.2 GL GJ Review Report (QR0079) Report Contents

The **QR079** Excel file has the following column headings:

Column	*Description*
GJ NO	Displays the GJ Control Trans Number
GJ DATE	Displays the GJ Control GJ Date (the date the transaction was created)
YE/QE	Displays the GJ Control Audit Adjustment Flag
BU	Displays the GJ Control Bureau Code
GL END DATE	Displays the GJ Control GL End Date
REF	Displays the GJ Control Reference value
TEMPLATE	Displays the GJ Control Template Code value
DESCR	Displays the GJ Control Description
REV FLAG	Displays the GJ Control Reverse Flag
REV GL END DATE	Displays the GJ Control Reverse GL End Date
REV TRANS NO	Displays the GJ Control Reverse Trans No
REV BEGIN TRANS NO	Displays the Reverse Begin Trans No the user entered in the Reversal Range pop-up on GJ Control
REV END TRANS NO	Displays the Reverse End Trans No the user entered in the Reversal Range pop-up on GJ Control
REQ APRV	Displays the GJ Control Requester Approval Flag
REQUESTER	Displays the GJ Control Requester By (the name of the requester)

Column	*Description*
REQ DATE	Displays the GJ Control Requester Date (the requester approval date)
MGR APRV	Displays the GJ Control Manager Approval Flag
MANAGER	Displays the GJ Control Manager By (the name of the manager approving the GJ)
MGR DATE	Displays the GJ Control Manager Date (the manager approval date)
TC	Displays the GJ Detail Trans Code
FCFY	Displays the GJ Detail Fund Code Fiscal Year
FD	Displays the GJ Detail Fund Code
PROJECT	Displays the GJ Detail Project Code
TASK	Displays the GJ Detail Task Code
ORG1	Displays the GJ Detail Org1 Code
ORG2	Displays the GJ Detail Org2 Code
ORG3	Displays the GJ Detail Org3 Code
ORG4	Displays the GJ Detail Org4 Code
ORG5	Displays the GJ Detail Org5 Code
ORG6	Displays the GJ Detail Org6 Code
ORG7	Displays the GJ Detail Org7 Code
OBJ1	Displays the GJ Detail Object1 Code
OBJ2	Displays the GJ Detail Object2 Code
OBJ3	Displays the GJ Detail Object3 Code
OBJ4	Displays the GJ Detail Object4 Code
AMOUNT	Displays the GJ Detail Amount
FIN	Displays the GJ Detail Financing Flag
224	Displays the GJ Detail Sf224 Required flag
ALC	Displays the GJ Detail Agency Location Code
TYPE	Displays the GJ Detail Cash Trans Type
ACCOMP	Displays the GJ Detail Accomplished Date
DOC SOURCE	Displays the GJ Detail Document Source

Column	*Description*
DOC TYPE	Displays the GJ Detail Document Type
DOC NO	Displays the GJ Detail Document No
REL NO	Displays the GJ Detail Release No
C/O	Displays the GJ Detail Change Order No
ITEM NO	Displays the GJ Detail Item No
MDL	Displays the GJ Detail Line No
SOURCE REF	Displays the GJ Detail Reference No
C/V	Displays the GJ Detail Source Code
C/V NO	Displays the GJ Detail Customer No (or Vendor No)
C/V ID	Displays the GJ Detail Contact No
ACCT	Displays the GJ Detail Account No
SUB	Displays the GJ Detail Sub Account No
DEBIT	Displays the GJ Detail Debit Amount
CREDIT	Displays the GJ Detail Credit Amount
STAT UNIT	Displays the GJ Detail Stat Unit Code
STAT QTY	Displays the GJ Detail Stat Unit Qty
BU	Displays the GJ Detail Bureau Code