

# Chapter 7 View and Print Site Reports

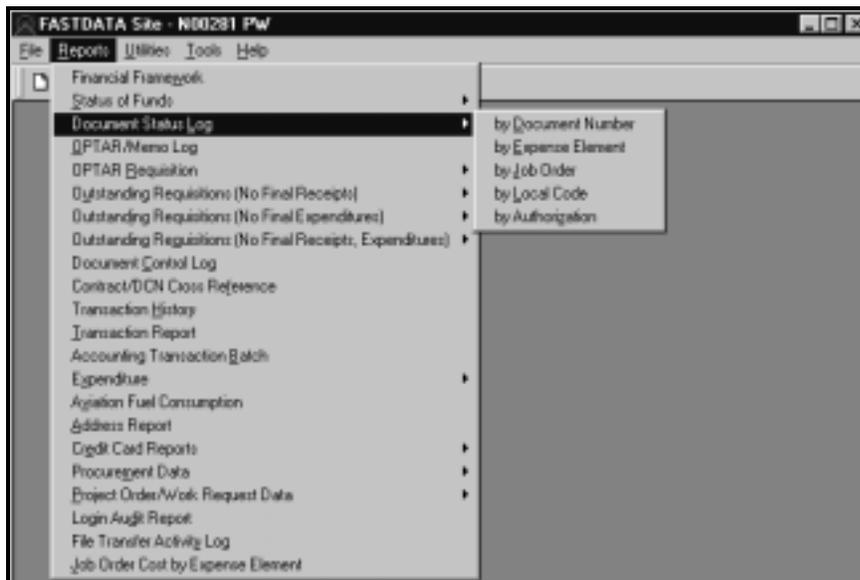
## Overview

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 Site 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 or to choose a specific report from a report-type category. 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, Local Code, or Authorization, select the desired submenu item.



**Figure 7.1**  
**Reports Menu**

In addition to the Site reports available in the Site Module, users also have access to various reports generated by the FASTDATA automated processes that are run from within the FA

Module. These reports are made available for viewing on your Oracle server. The end of this chapter provides a brief overview on how to access and display the reports.

---

**Tip** The **Reports** menu shown in Chapter 7 is for a non-DMLSS (Defense Medical Logistics Standard Support) configured site connected to a FASTDATA Sybase database. Depending on your installation set-up, additional menu items can display. If you're DMLSS-configured, the **Cost Transfer Report** and **Cost Transfer Analysis Report** items will display; if you're connected to an Oracle database, vice Sybase, the **Liquidated Document Status Log** item will display.

---

### Restrictions

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

### • **Print Preview Window and Toolbar**

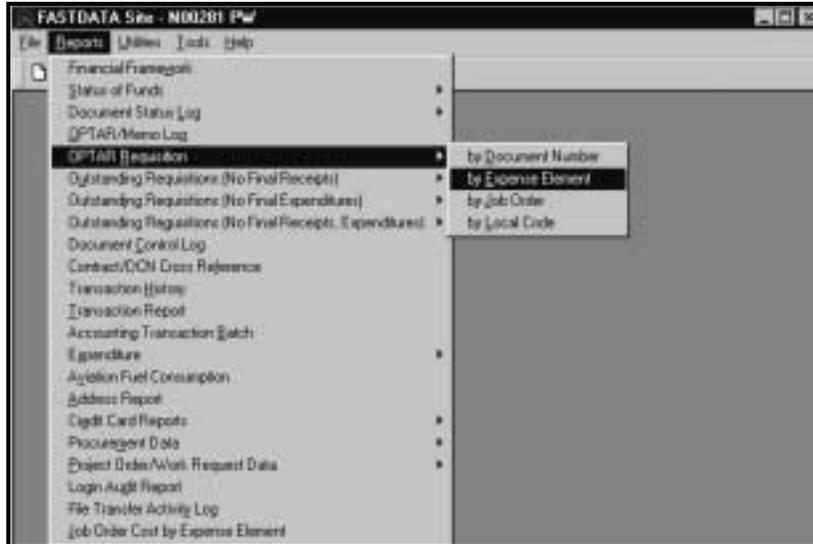
The Print Preview window displays the report selected from the **Reports** menu. With the Print Preview window open, the **View** menu offers **Filter** and **Sort** options for most reports. Additionally, the **View** menu contains a **Criteria** option that allows you to further refine the data in 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

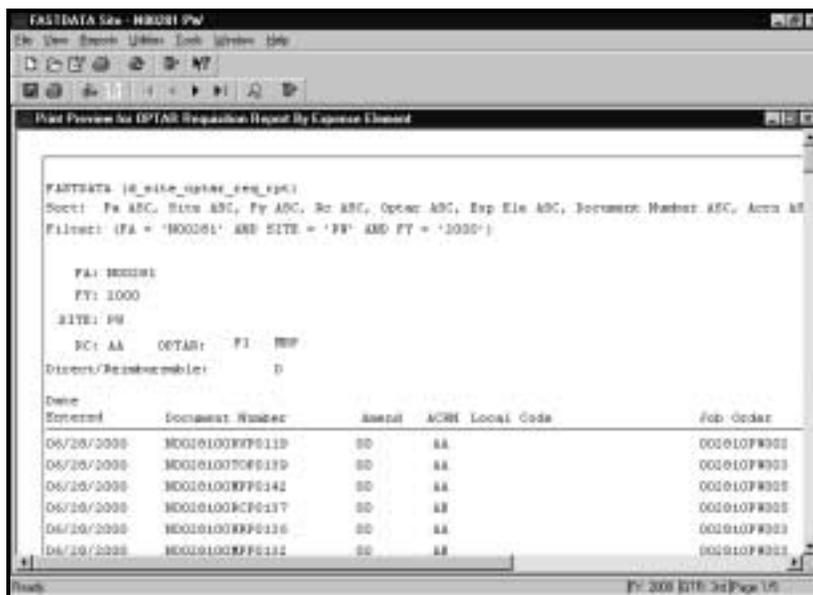
1. Select the desired report from the **Reports** menu and choose the appropriate submenu item, if applicable.



**Figure 7.2**  
Selecting a Report to View and Print

For most reports, the Report Criteria window will open automatically before the report displays, allowing you to define the display criteria. 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 and retrieve the selected report. If you select the **OK** button without specifying 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.

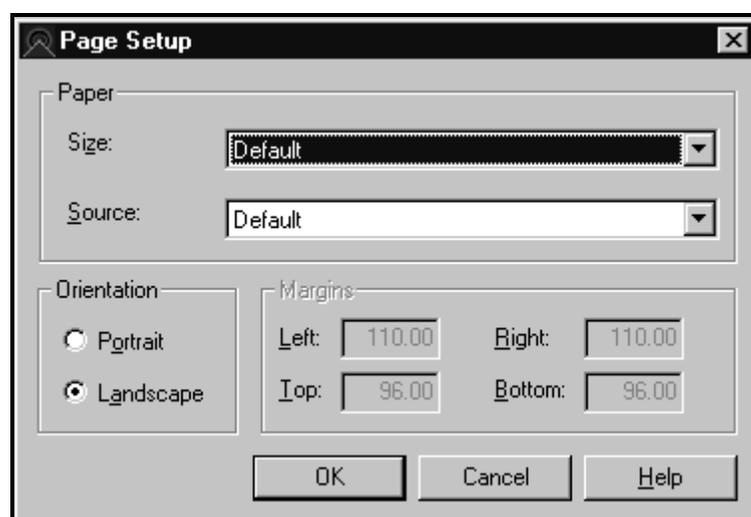
3. Use the horizontal and vertical scrollbars on the Print Preview window to change the view of the displayed report page.

---

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

---

4. If you wish to change the default settings for printing Site reports, select the **File** menu **Page Setup** item. The Page Setup window will open.



**Figure 7.4**  
**Page Setup**  
**Window**

5. If you wish to print on a paper size other than 8.5" X 11", select the **Paper Size** drop-down arrow and select the size on which you wish to print.
6. Select the **Paper Source** drop-down arrow to select a printer tray other than the default value.
7. Select the desired **Orientation** radio button: **Portrait** or **Landscape**.
8. When you've entered the desired page settings, select the **OK** button to close the Page Setup window.
9. On the Print Preview window, 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.

---

10. 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. To open a Site report, select the desired item on the **Reports** menu and associated submenu, if applicable.

### Financial Framework Report

The Financial Framework Report provides information on your site's status of funds. The report shows your site's OPTARs, the authorizations for each OPTAR, the JONs for each authorization, and all serial ranges for your site. The report also includes quarterly authorized amounts, cumulative costs, Encumbered amount, Inventory Issued amount, and available balance by OPTAR. (For non-DMLSS sites, the Encumbered and Inventory Issued amounts will be zero.) The report header includes indicators for Station Use tape and whether your site interfaces with SPS.



Print Preview for Financial Framework Report

FASTDATA [d\_sfa\_sfa\_rpt] FOR OFFICIAL USE ONLY

Sort: Fa ASC, Site ASC, Fy ASC, Rc ASC, Dpda ASC, Authorization ASC, JON N ASC  
 Filter: (FA = 'N00281' AND SITE = 'PW' AND FY = '2000' AND Quarter = '3')

FA: N00281  
 FY: 2000  
 Site: PW

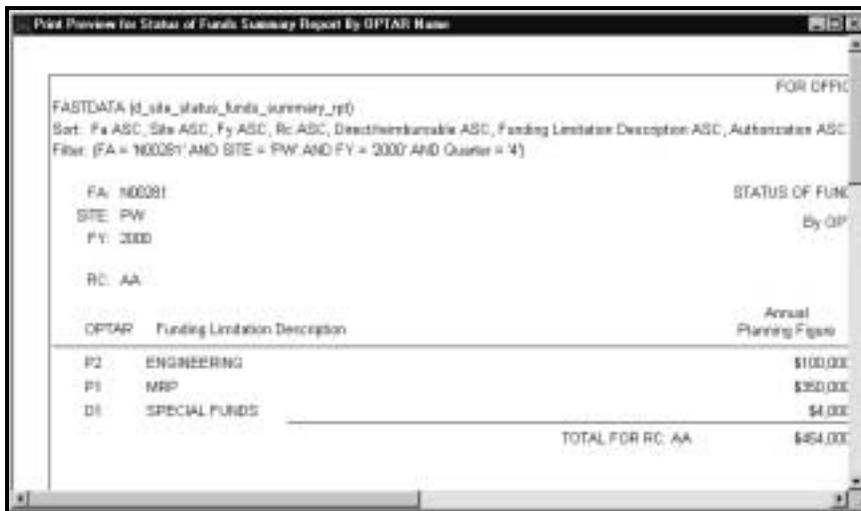
FINANCIAL FRAMEWORK REPORT  
 Name: PUBLIC WORKS  
 Station Use: Y  
 SPS: N

RC: AA	OPTAR: D1	Title: SPECIAL FUNDS	Sheet
Authorization: 000000	Authorization Title: PHOTO LAB		
Fiscal Y	Carry O	Availability Y-M-D	Level M
Function	Subfunction		
JON ID	JON Desc	Expense Element	
800000001	CC PUNCH PHOTO LAB		
800000002	MAINTENANCE OF EQUIP		
800000003	PURCHASE LIGHTING		

**Figure 7.5**  
**Print Preview for**  
**Financial Framework**  
**Report**

### 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.



Print Preview for Status of Funds Summary Report By OPTAR Name

FASTDATA [d\_sfa\_status\_funds\_summary\_rpt] FOR OFFICIAL USE ONLY

Sort: Fa ASC, Site ASC, Fy ASC, Rc ASC, DirectReimbursable ASC, Funding Limitation Description ASC, Authorization ASC  
 Filter: (FA = 'N00281' AND SITE = 'PW' AND FY = '2000' AND Quarter = '4')

FA: N00281  
 SITE: PW  
 FY: 2000  
 RC: AA

STATUS OF FUNDS  
 By OPTAR

OPTAR	Funding Limitation Description	Annual Planning Figure
P2	ENGINEERING	\$100,000
P1	MRP	\$350,000
D1	SPECIAL FUNDS	\$4,000
TOTAL FOR RC: AA		\$854,000

**Figure 7.6**  
**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, Local Code, or Authorization.

**Figure 7.7**  
Print Preview for FASTDATA Document Status Log Report

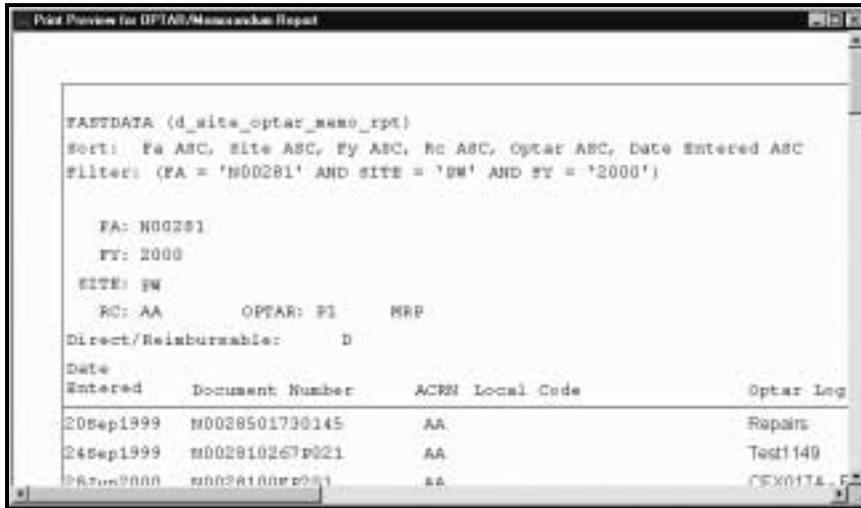
### Liquidated Document Status Log Report

The Liquidated Document Status Log Report provides a status of each liquidated document and detailed totals at selected levels. The report provides information on the effects of liquidation on commitments, obligation, and receipts as calculated by subsequent detail transactions. This report is only available to Oracle® database users.

**Figure 7.8**  
Print Preview for Liquidated Document Status Log Report

### OPTAR Log/Memorandum Record Report

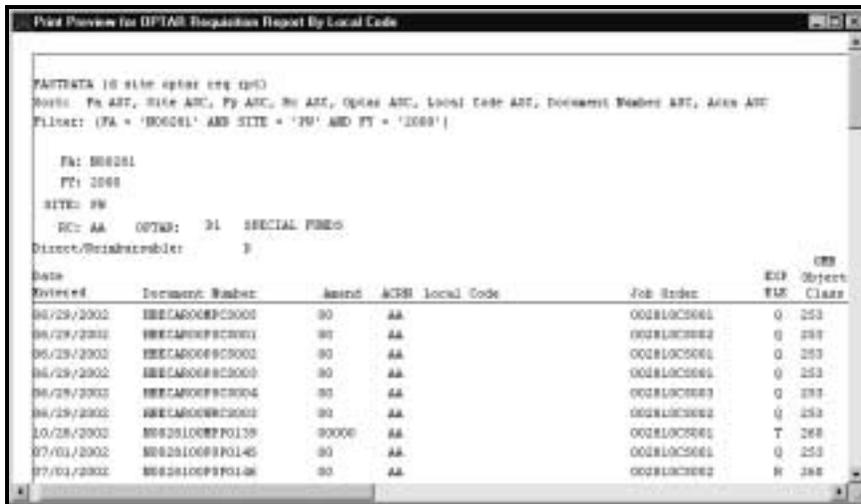
The OPTAR Log/Memorandum Record report provides detailed accounting information for each transaction with a running OPTAR balance, by date entered.



**Figure 7.9**  
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**  
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.

```

FASTDATA (d_site_outstanding_req_rpt)
Sort: Fa ASC, Site ASC, FY ASC, Ro ASC, Optax ASC, Job Codes ASC, Document Num
Filter: (FA = 'ND02B1' AND SITE = 'PW' AND FY = '2000')

FA: ND02B1
FY: 2000
SITE: PW
RC: AA OPTAR: FL NRP
Direct/Reimbursable: D

Date
Entered Document Number ACRN Local Code Job Ord
06/26/2000 ND02B1D0P001 AA 002B10F
06/26/2000 ND02B1D0G0133 AA 002B10F
    
```

**Figure 7.11**  
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.

```

FASTDATA (d_site_outstanding_req_rpt)
Sort: Fa ASC, Site ASC, FY ASC, Ro ASC, Optax ASC, Job Codes ASC, Document Num
Filter: (FA = 'ND02B1' AND SITE = 'PW' AND FY = '2000')

FA: ND02B1
FY: 2000
SITE: PW
RC: AA OPTAR: FL NRP
Direct/Reimbursable: D

Date
Entered Document Number ACRN Local Code Job Ord
06/26/2000 ND02B1D0P0127 AA 002B10F
06/26/2000 ND02B1D0R0115 AA 002B10F
    
```

**Figure 7.12**  
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.



Print Preview for Outstanding OPTAR Requisition Report By Expense Element

```

FASTDATA (d_site_outstanding_req_rpt)
Sort: Fa ASC, Site ASC, Fy ASC, Rc ASC, Optar ASC, Exp Ele ASC, Document Number
Filter: (FA = 'ND02B1' AND SITE = 'FW' AND FY = '2000')

FA: ND02B1
FY: 2000
SITE: FW
RC: AA OPTAR: EL HRF
Direct/Reimbursable: D

Date
Entered Document Number ACEN Local Code Job Ord
06/28/2000 ND02B10DNGP0142 AA 002B10F
06/28/2000 ND02B10HRC0137 AB 002B10F

```

**Figure 7.13**  
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.



Print Preview for Document Control Log Report

```

FASTDATA (d_site_doc_control_log_rpt)
Sort: Fa ASC, Site ASC, Fy ASC, Form Type ASC, Rc ASC, Optar ASC, Document Number
Filter: (FA = 'ND02B1' AND SITE = 'FW' AND FY = '2000')

FA: ND02B1
SITE: FW DOCUMENT
FY: 2000 #1
Form: CIVILIAN LABOR

STANDARD DOCUMENT NUMBERS
Document Number Description
ND02B10DOCTLAB1 Current Labor Oct
Current Labor Oct

```

**Figure 7.14**  
Print Preview for  
Document Control  
Log Report

### Contract/DCN Cross Reference Report

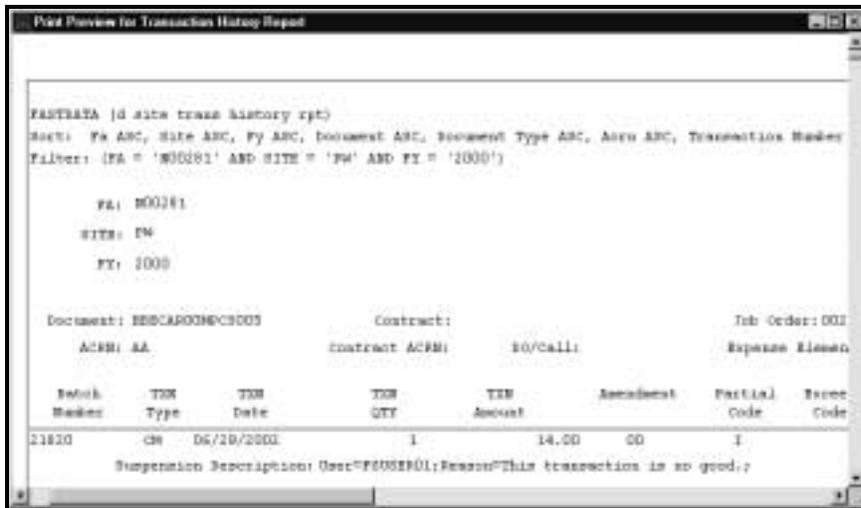
The Contract/DCN Cross Reference Report provides a listing of Contract Number/PIIN(s) and associated DCN/ACRN(s).



**Figure 7.15**  
Print Preview for  
Contract/DCN Cross  
Reference Report

### Transaction History Report

The Transaction History report provides a complete history of all transactions for a specific DCN/ACRN and includes a description of each transaction. For transactions marked for suspension, the report also identifies the user who marked the transaction and the suspension reason.



**Figure 7.16**  
Print Preview for  
Transaction History  
Report

## Transaction Report

The Transaction Report provides a complete history of transactions for the selected transaction type(s). For transactions marked for suspension, the report also identifies the user who marked the transaction and the suspension reason.

FASTDATA (d\_site\_transaction\_rpt)

Sort: Fa ASC, Site ASC, Fy ASC, Rr ASC, Status ASC, Document Number ASC, Acrn ASC

Filter: (FA = '00001' AND SITE = 'FW' AND FY = '2000')

FA: 00001  
SITE: FW  
FY: 2000  
FC: AA  
OPTAR: D1

Document Number	ACRN	Job Code	EXP ELI	OBJE Class	Partial Code	Amount	@AMT
0000000000000	AA	0000100001	1	253	I	14.00	
Site Suspended Suspension User=FRUSER01:Reason=This transaction is no good.							
Description:							
0000000000001	AA	0000100002	1	253	I	12.00	
0000000000002	AA	0000100001	1	253	I	12.00	
0000000000003	AA	0000100001	1	253	I	0.00	
0000000000004	AA	0000100003	1	253	I	12.00	
0000000000005	AA	0000100002	1	253	I	0.00	
0000000000006	AA	0000100001	1	253	I	12.00	

**Figure 7.17**  
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.

FASTDATA (d\_site\_transaction\_batch\_rpt)

Sort: Fa IS ASC, Site ASC, Fy ASC, Batch Id ASC, Rr ASC, Optar ASC, Document Num

Filter: (FA = '00001' AND SITE = 'FW' AND FY = '2000')

FY: 2000  
SITE: FW  
Batch: 01002  
FC: CC OPTAR: D1

TIN CODE	DOCUMENT NUMBER	ACRN	AMT NUM	CONTRACT NUMBER/ DESCRIPTION
CM	00001000000124	AA	00	000555950000
AD	00001000000124	AA	00	000555950000

**Figure 7.18**  
Print Preview for  
Accounting  
Transaction Batch  
Report

## Expenditure Category Reports

The various FASTDATA Site application reports available under the expenditure category include the Expenditure Report, Expenditure Cost Redistribution Audit Report, Expenditures Exceeding Variance reports, Non-Preceded Expenditures reports, Suspended Expenditures Report, Cost Transfer Report, and Cost Transfer Analysis Report.

### Expenditure Report

The Expenditure Report provides information on your site's expenditures, grouped by OPTAR and batch number.

FASTDATA IS SITE #EXPENDITURE RPT  
 FOR OFFICIAL USE ONLY  
 Sct: FA 24 ASC, Site ASC, BV ASC, Bz ASC, Bzcat ASC, Batch ASC  
 Filter: (FA = '00001' AND SITE = 'FA') AND FF = '0000' AND transaction\_cd IN ('BV', 'BZ', 'BZ', 'EL', 'FA')

FF: 0000  
 SITE: FA  
 BATCH: BC: AA OPTAR: F2

Batch Date/Time Stamp	DCN	DOCUMENT NUMBER	ACRN	AMT	CONTRACT NUMBER/ DESCRIPTION
Remally Created Expenditure	BV	0002100200	AA	00	U/Ina B/F U/L
Remally Created Expenditure	BC	00021000TLAB1	AA	00	Current Labor Det
Remally Created Expenditure	BC	00021000TLAB1	AB	00	Current Labor Det

BATCH: B001 BC: AA OPTAR: F1

Batch Date/Time Stamp	DCN	DOCUMENT NUMBER	ACRN	AMT	CONTRACT NUMBER/ DESCRIPTION
Remally Created Expenditure	BV	00021000C0100	AA	00	00021000C00

BATCH: BC: AA OPTAR: F2

Batch Date/Time Stamp	DCN	DOCUMENT NUMBER	ACRN	AMT	CONTRACT NUMBER/ DESCRIPTION
-----------------------	-----	-----------------	------	-----	------------------------------

Figure 7.19  
Print Preview for Expenditure Report

### Expenditure Cost Redistribution Audit Report

The Expenditure Cost Redistribution Audit Report provides information on expenditure costs that have been transferred to other DCNs/ACRNs.

FASTDATA (L\_MH\_HQ\_01\_MH\_HQ\_01)  
 FOR OFFICIAL USE ONLY  
 Sct: Batch ASC, From Doc ASC, From Jen ASC  
 Filter: (FA = '00001' AND SITE = 'FA')

Site ID: DV  
 Fa ID: 00000

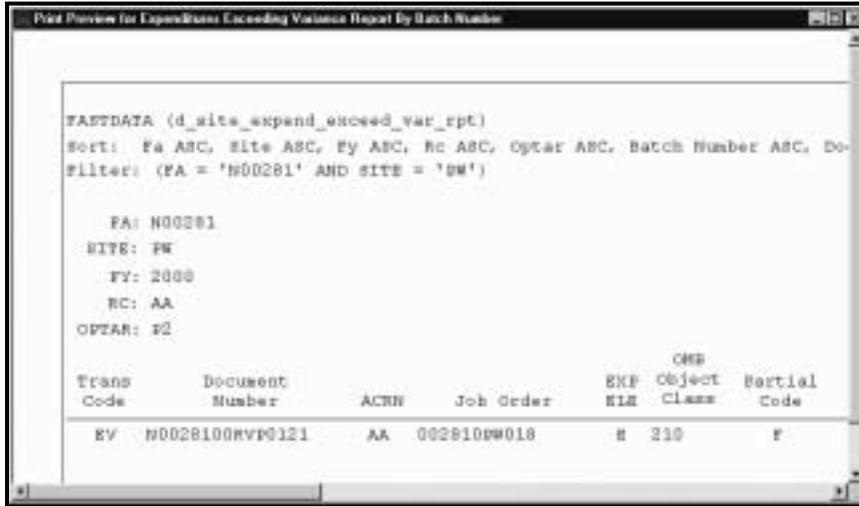
Expenditure Cost Redistribution Audit Report

Batch	DCN	ACRN	JCN	Transfer From			RC	OPTAR	DCN
				Quantity	Amount	Rate			
0100	00021000P102	AA	000210P006	0	00.00	F	AA	F2	000210044P102
0100	00021000P102	AA	000210P006	0	1,000.00	F	AA	F2	00021000P0104 00021000P0102
0100	00021000P0102	AA	000210P003	0	030.00	F	AA	F1	00021000P0104
0100	00021000P102	AA	000210P006	0	05.00	F	AA	F2	00021000P12345

Figure 7.20  
Print Preview for Expenditure Cost Redistribution Audit 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.



Print Preview for Expenditures Exceeding Variance Report By Batch Number

```

FASTDATA (d_site_expend_exceed_var_rpt)
Sort: Fa ASC, Site ASC, Fy ASC, Rc ASC, Optar ASC, Batch Number ASC, Do-
Filter: (FA = 'N00281' AND SITE = 'EW')

FA: N00281
SITE: EW
FY: 2000
RC: AA
OPTAR: E2

Trans      Document      ACRN      Job Order      EXP      Object      Partial
Code      Number              ACN#      Order          SIZ      Class      Code
-----      -
EV      N0028100RV0121      AA      0028100W018      E      210      F
  
```

**Figure 7.21**  
Print Preview for  
Expenditures  
Exceeding Variance  
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.



Print Preview for Non-Preceded Expenditures Report By OCR

```

FOR OFFICIAL USE ONLY
FASTDATA (d_site_np_expend_rpt)
Sort: Fa ASC, Site ASC, Fy ASC, Rc ASC, Optar ASC, Document Number ASC,
Filter: (FA = 'N00281' AND SITE = 'EW' AND FY = '2000')

FA: N00281
FY: 2000
SITE: EW
RC: AA      OPTAR: E2      ENGINEERING
Direct/Reimbursable: D

Trans      Document      ACRN      Job Order      ID
Code      Number              ACN#      Order          SI
-----      -
EV      002810180P008      AA      0028101W006
EV      N0028100RC000000      AA      0028101W007
  
```

**Figure 7.22**  
Print Preview for Non-  
Preceded  
Expenditures Report

### Suspended Expenditures Report

The Suspended Expenditure Report provides information on expenditures that have a suspended status.

FASTDATA (s\_site\_susp\_exp\_rep) FOR OFFICIAL USE ONLY  
 Sort: Batch Id ASC, Doc ASC, Job Order Number ASC  
 Filter: (FA = 100281 AND SITE = 'GS') AND (JOC = 'FF') AND (BATCH ID = 'GS001')

Site ID: GS Suspended Expe  
 FA ID: 100281

FY	DCN	ACRN	Job Order Number	Expense Element	OMB Object Class	Execution Code	Amount Paid/Collected	Partial/Final
2000	N0018800C26409	AA	001880AF002				549.00	F
2000	N0018801752890	AA	001880AF007				235.49	F

Total Number of Suspended Expe

Figure 7.23  
 Print Preview for  
 Suspended  
 Expenditures Report

### Cost Transfer Report

The Cost Transfer Report provides a listing of all cost transfers for the current fiscal year. You will not have access to the report unless your site is associated with a DMLSS- (Defense Medical Logistics Standard Support) configured FA.

FASTDATA (s\_site\_cost\_transfer\_rep) FOR OFFICIAL USE ONLY  
 Sort: Transaction Date ASC, Doc ASC  
 Filter: (FA = 100281 AND FY = 2001)

FA: 100281 Cost Transfer Report  
 FY: 2001

Transaction Date	DCN	Amount	Site	JC	OPTAR	JOB	SE	Object Class	Site	JC	OPTAR	JOB
1004-0080	N002002208357	472.90	80	80	LP	0825140220	1	280	81	01	HH	08251402
1004-0080	N002002428988	17.43	80	80	LP	0825140220	1	280	81	01	FI	08251402
1004-0080	N002002528347	360.90	80	80	LP	0825140220	1	280	81	01	HH	08251402
1004-0080	N002002828351	648.62	80	80	LP	0825140220	1	280	81	01	HH	08251402
1004-0080	N002002958271	262.00	80	80	LP	0825140220	1	280	84	04	GV	08251402
1004-0080	N002002980291	720.95	80	80	LP	0825140220	1	280	81	01	FI	08251402
1004-0080	N002002988415	300.00	80	80	LP	0825140220	1	280	84	04	HH	08251402
1004-0080	N002002998411	300.00	80	80	LP	0825140220	1	280	84	04	HH	08251402
1004-0080	N002002998683	164.00	80	80	LP	0825140220	1	280	10	10	GM	08251402
1004-0080	N002002998884	70.00	80	80	LP	0825140220	1	280	10	10	GM	08251402
1004-0080	N002002998937	1,587.73	80	80	LP	0825140220	1	280	HH	HH	PC	08251402
1004-0080	N002002998938	125.40	81	01	HH	08251402145	1	280	85	05	HH	08251402
1004-0080	N002002998938	487.50	81	01	HH	08251402145	1	280	85	05	HH	08251402

Figure 7.24  
 Print Preview for  
 Cost Transfer  
 Report

### Cost Transfer Analysis Report

The Cost Transfer Analysis Report allows you to analyze variances between actual expenditures and cost transfers. You will not have access to the report unless your site is associated with a DMLSS-configured FA.

Site	Document Number	ACRN	Job Order
60	N0020312740557	AA	0020324EE31
	N0020312740559	AA	0020324EE31
	N0020312740684	AA	0020324EE31
	N0020312740802	AA	0020324EE31
	N0020312740835	AA	0020324EE31
	N0020312740836	AA	0020324EE31
	N0020312740837	AA	0020324EE31

**Figure 7.25**  
Print Preview for  
Cost Transfer  
Analysis Report

### Aviation Fuel Consumption Report

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

A/C Number	Fuel	Defuel	Reserve	Aviation Fuel In
807	130	145	374	

**Figure 7.26**  
Print Preview for  
Aviation Fuel  
Consumption Report

## Address Report

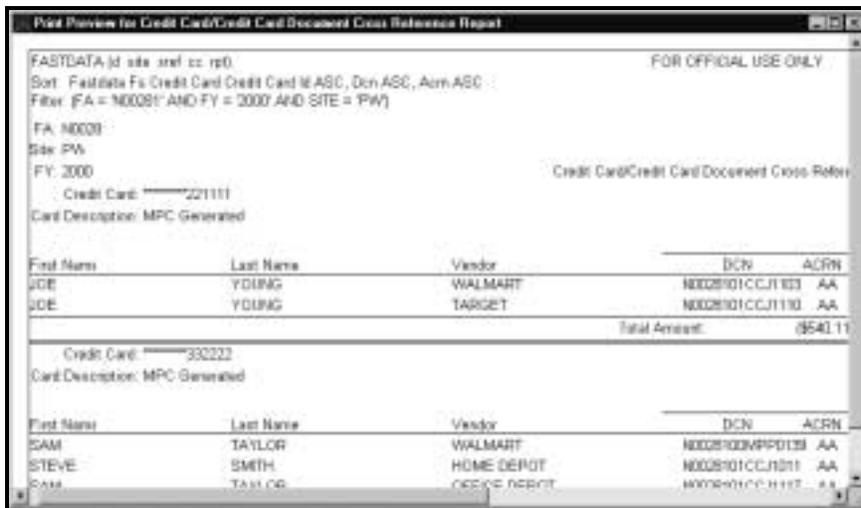
The Address Report contains all addresses listed in the Address Book.



**Figure 7.27**  
Print Preview for  
Address Report

## Credit Card Reports

The various credit card reports provide information on credit card accounts at your site, including associated documents and cross reference data. The reports can be sorted by Credit Card/Requisition ACRN Cross Reference, Requisition ACRN/Credit Card ACRN Cross Reference, Credit Card/Credit Card Document Cross Reference, or Vendor.



**Figure 7.28**  
Print Preview for  
Credit Card/Credit  
Card Document  
Cross Reference  
Report

### Procurement Data Reports

The Procurement Data reports provide information on your site's DD1348-6, NC2276, and DD1149 documents that have or have not been exported to the Standard Procurement System (SPS). The reports identify each document's DCN, amendment number, document type, and OPTAR Log values. The reports are not available to non-SPS sites.

DOCUMENT NUMBER	AMENDMENT	DOCUMENT TYPE	OPTAR Log
H80010015P001	00	DD1148	MLR
H80010016P001	00	NC2276	MLR
H80010016P002	00	NC2276	MLR
H80010016P003	00	NC2276	NA
H80010016P004	00	NC2276	MLR
H80010016P005	00	NC2276	MLR

**Figure 7.29**  
Print Preview for Unexported Procurement Data Report

### Project Order/Work Request Data Reports

The Project Order/Work Request Data reports provide information on your site's DD448 and NC2275 source documents that have or have not been exported to an external system. The report identifies each document's DCN, amendment number, ACRN, document type, and OPTAR Log value. The file batch number is also listed if the file has been build and exported.

BATCH	DOCUMENT NUMBER	AMENDMENT	ACRN	DOCUMENT TYPE	OPTAR Log
51108281000881	H80010015P001	00	NA	NC2276	MLR
					Total Obligation Amount for security
					Total Obligation Amount for document
					Total Obligation /
51108281000882	H80010016P001	00	NA	NC2276	NA
					Total Obligation Amount for security
					Total Obligation Amount for document
					Total Obligation /
51108281000883	H80010016P002	00	NA	DD448	MLR

**Figure 7.30**  
Print Preview for Exported Project Order/Work Request Data Report

### Login Audit Report

The Login Audit Report provides a listing of all user attempts to log into the Site application for the past year. The report includes remarks indicating whether a listed login attempt was successful.

Database User ID	DateTime	Remarks
FGUSER	2001/06/07 11:57:12	Expired Password attempted without entering a new password.
SITE1PW	2001/06/07 07:21:13	Expired Password attempted with a new password entered properly.
SITE1PW	2001/06/07 07:28:58	Successful connection into FASTDATA Site Module.
SITE1PW	2001/06/07 13:00:01	SQLSTATE = 28000(SQLServer@ODBC Driver) Invalid user authentication.
SITE1PW	2001/06/07 13:00:11	SQLSTATE = 28000(SQLServer@ODBC Driver) Invalid user authentication.
SITE1PW	2001/06/07 13:00:22	Exceeded maximum number of login attempts into FASTDATA Site Mo.
SITE1PW	2001/06/07 13:58:15	Successful connection into FASTDATA Site Module.
SITE1PW	2001/06/07 14:44:38	Successful connection into FASTDATA Site Module.
SITE1PW	2001/06/07 15:03:46	Successful connection into FASTDATA Site Module.
SITE1PW	2001/06/08 07:17:29	Successful connection into FASTDATA Site Module.

**Figure 7.31**  
Print Preview for Login Audit Report

### File Transfer Activity Log Report

The File Transfer Activity Log Report provides a history of imported and exported files for the current site and active fiscal year. For each file transfer, the report identifies the file name, the database user ID of the user who imported or exported the file, the size of the file, and the file destination. The report provides information on file export activities first, followed by information on file imports.

Exported Files Transfer Activity	File Name	Date Processed	Batch Number	Out User
FA.MP01 File	N0031pw.MP0	7/19/01 09:32:25	12000	PSL

**Figure 7.32**  
Print Preview for File Transfer Activity Log Report

### Job Order Cost By Expense Element Report

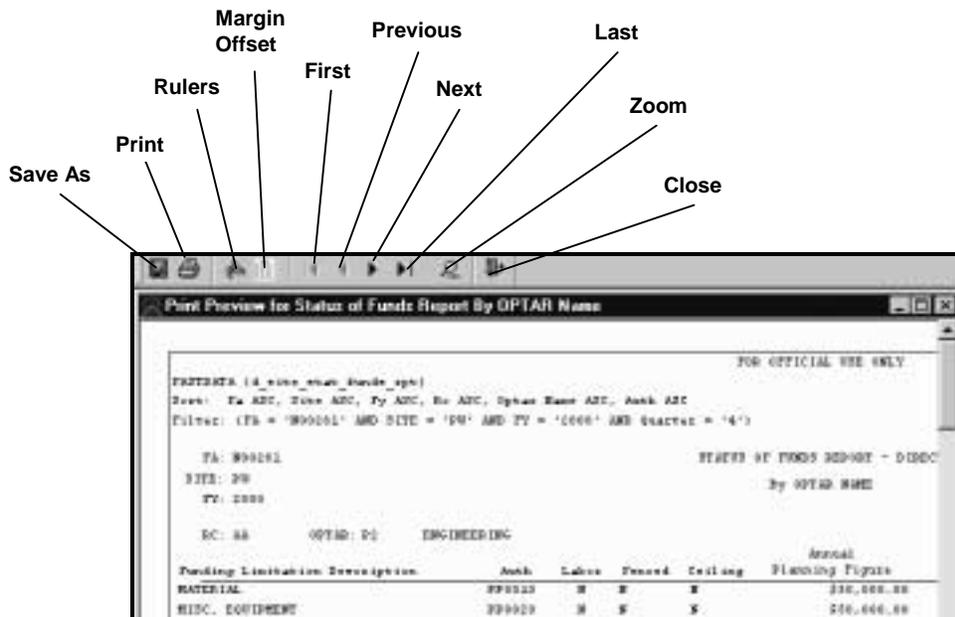
The Job Order Cost By Expense Element Report provides a listing, for the current site and fiscal year, of all expense element(s) associated with a specific job order, including their actual costs.

Job Order Number	Job Order Number Description	Expense Element	OMB Object Class	Actual
1000221111	J1	A	111	\$-35
1000221111	J1	D	258	\$1.91
1000221111	J1	E	210	\$2.06
1000221111	J1	F	220	\$8.70
1000221111	J1	G	252	\$126.49
1000221111	J1	G	253	\$3.85
1000221111	J1	R	260	\$-2.97
1000221111	J1	T	260	\$2.27
1000221111	J1	V	275	\$1.27

**Figure 7.33**  
Print Preview for Job Order Cost By Expense Element 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.



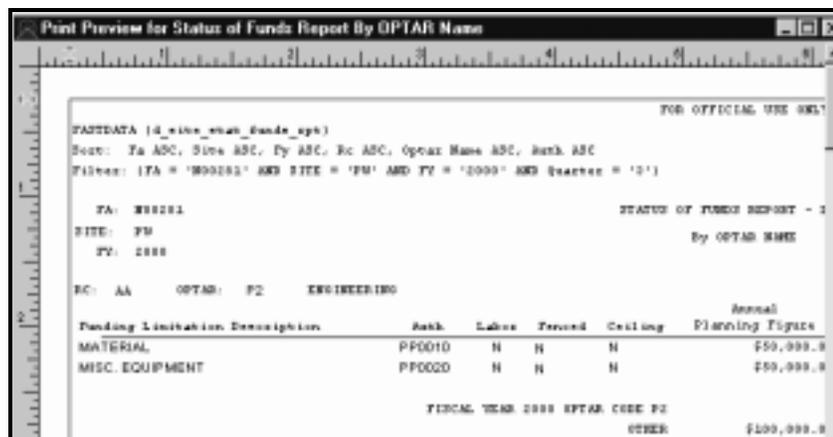
**Figure 7.35**  
Save As  
Window

### Print

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

### Rulers

Select this button to switch the display of the Print Preview window rulers on or off. If the rulers are displayed when you select this button, they will disappear; if the rulers are not displayed when you select this button, the rulers will display. The **Ruler** option is also available from the **View** menu.



**Figure 7.36**  
Print Preview  
Window with  
Rulers  
Displayed

### Margin Offset

Select this button to widen the margins. The wider margin allows for the punching of holes on the printed report if you wish to put the printed document in a binder. For portrait orientation, selecting this button 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**

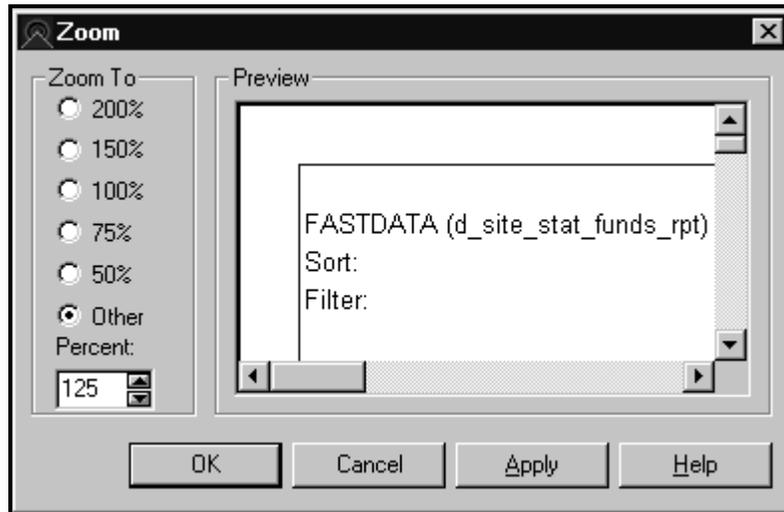
Select this button to access the next page of the displayed report. This option is also available from the **View** menu.

**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 Print 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**

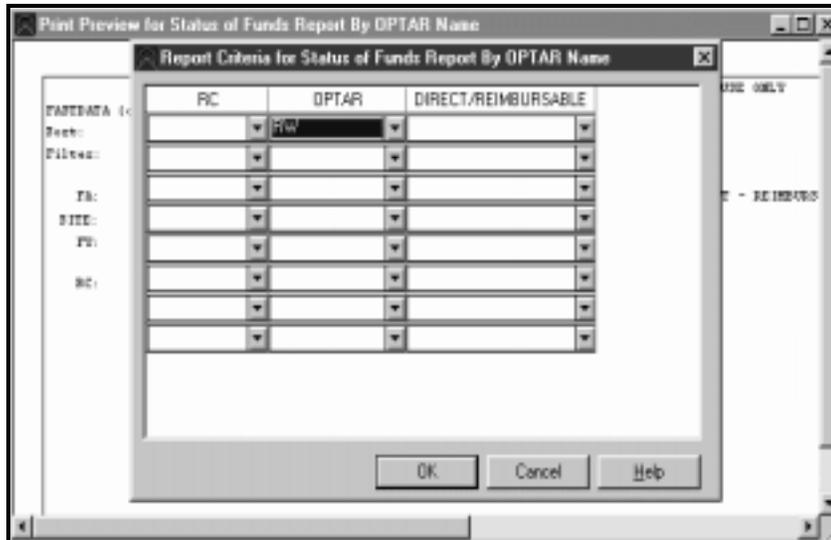
**Close**

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 most 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. Available 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 the selected OPTAR ID.

2. If you wish to abort viewing the selected report, select the **Cancel** button to close the Report Criteria window and exit the report retrieval process.

---

**Tip** With a report displayed on the Print Preview window, if you open the Report Criteria window manually by selecting **Criteria** from the **View** menu and then select the **Cancel** button without specifying any new criteria, the Report Criteria window will close but the report will remain displayed.

---

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

---

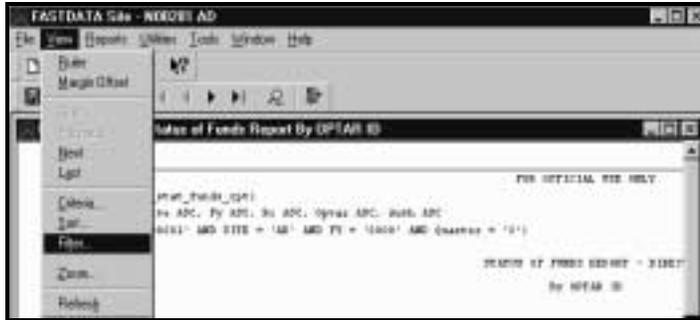
**Tip** If you select the **OK** button without specifying any criteria, the selected report will contain all available information.

---

## ■ Steps for Filtering Report Data

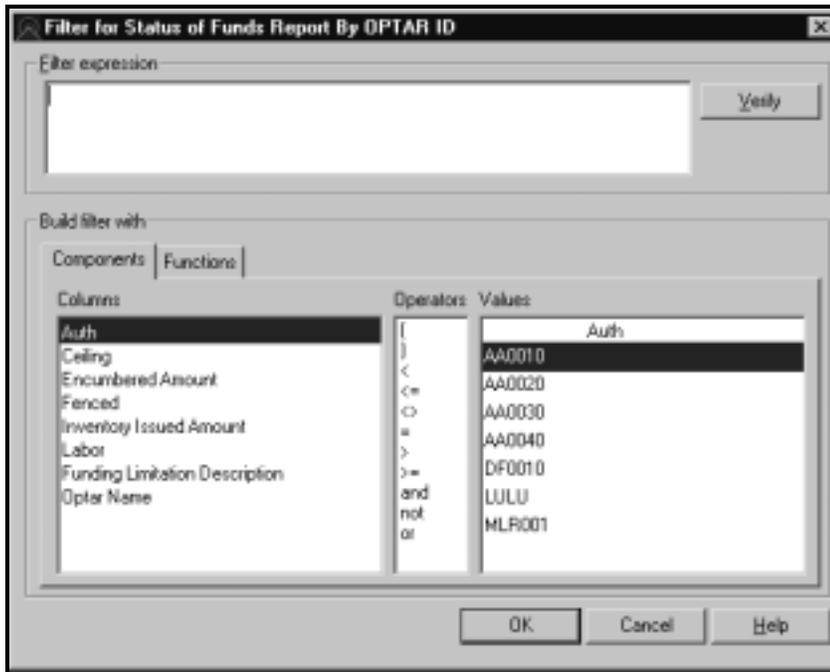
Use the Filter window to control the data that displays for the selected report. The Filter window is available for any report, with the exception of the OPTAR/Memo Log Report, displayed on the Print Preview window.

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.

- 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.

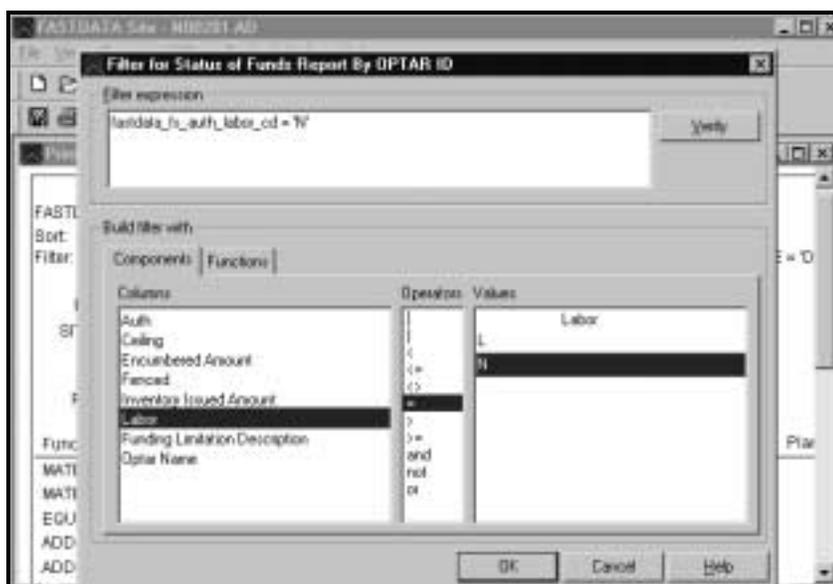
The **( and )** mark the beginning and ending of a logical grouping of expressions.

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.

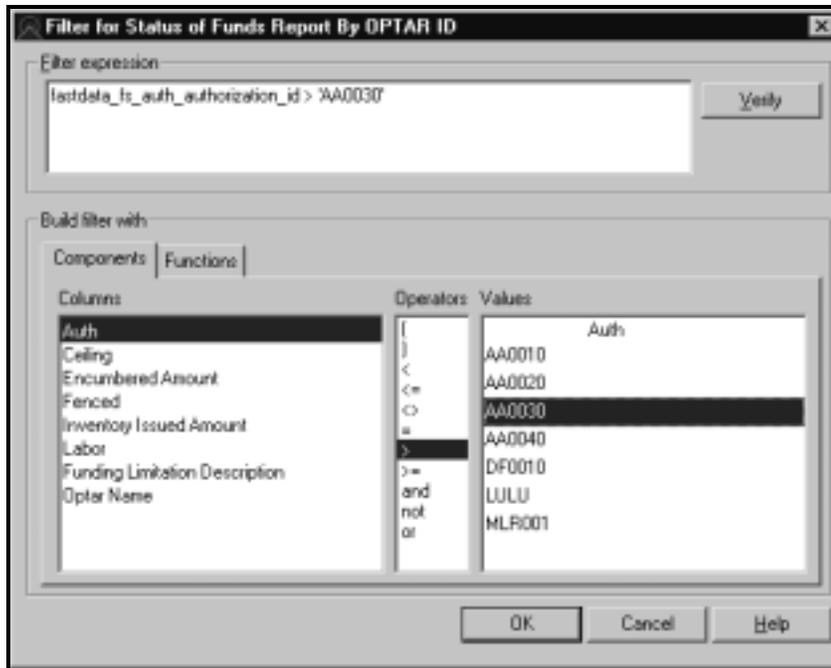
The **Columns** list box displays the column names available for use in filtering the selected report. Double-click to select the desired column name. The selected column name will appear in the **Filter expression** field. The **Operators** list box lists the available operators. Double-click the desired 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	Additional Columns Available for the Status of Funds Report by OPTAR Name
annual_planning_amt current_authorized_amt obligated_amt Balance_amt Obligated_pct	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 **AA0030** 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 **AA0030** from the **Values** list box. The resulting expression, **fastdata\_fs\_auth\_authorization\_id > 'AA0030'**, will generate a report that excludes authorizations numbers below AA0030.



**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.

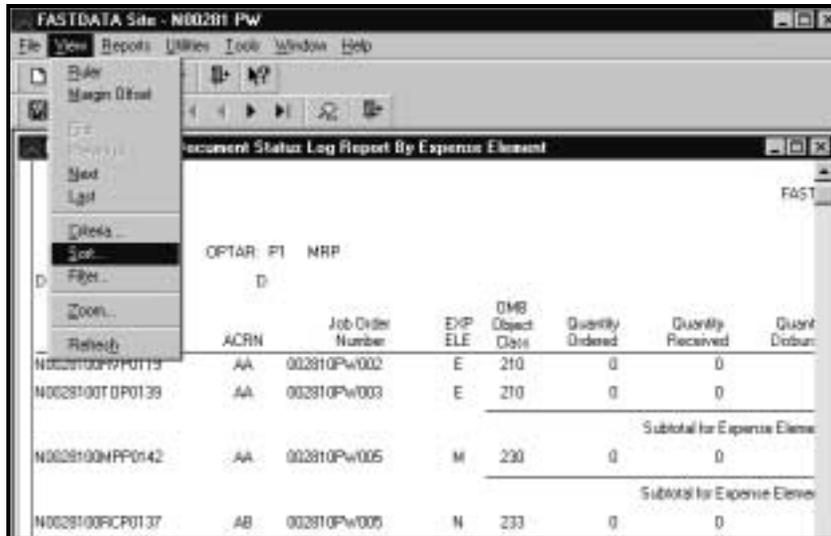
Funding Limitation Description	Auth	Labor	Ceiling	Fenced	Annual Planning Figures
ADDED AUTH	AA0030	FF	FF	FF	\$78,800.00
ADDED AUTH	MLR001	FF	FF	FF	\$78,800.00
FISCAL YEAR 2000 OPTAR CODE A1					
				OTHER	\$78,800.00
				LABOR	\$78,800.00
				TOTAL	\$148,800.00

**Figure 7.43**  
FASTDATA  
Site Report  
with Filtered  
Data

## ■ Steps for Sorting Report Data

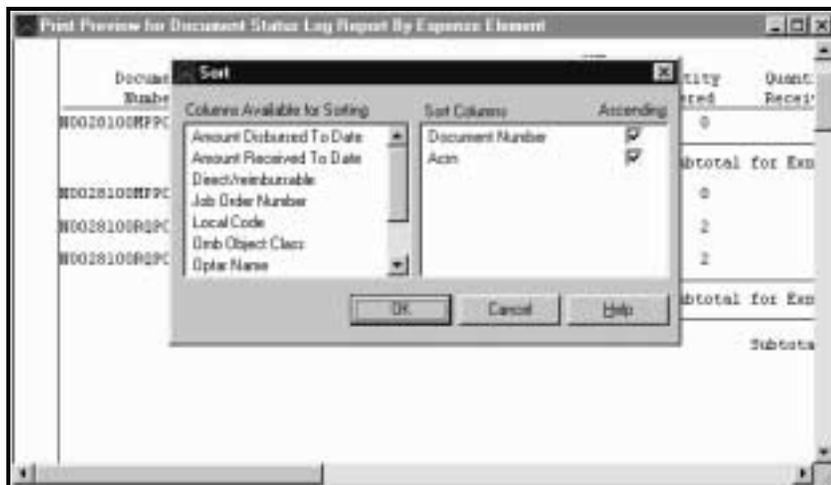
The Sort window is available while viewing any report, with the exception of the OPTAR/Memo Log and Transaction History reports, in the Print Preview window. Use the window to sort the data in the displayed report.

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.



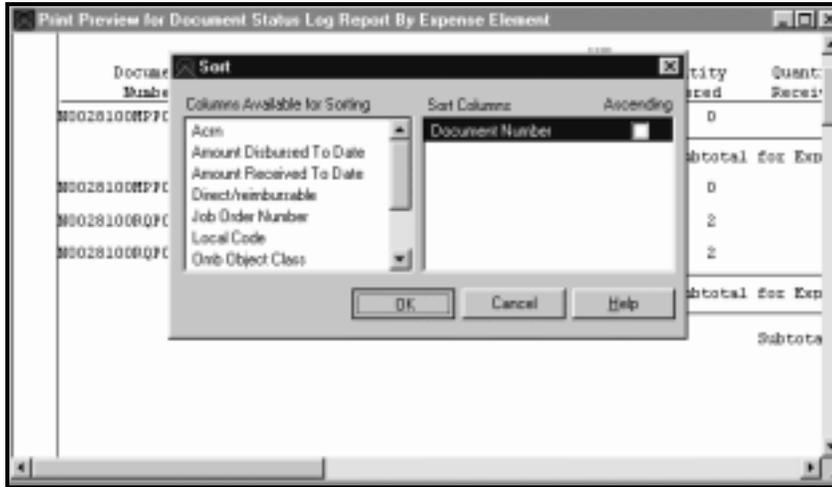
**Figure 7.45**  
Sort Window

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

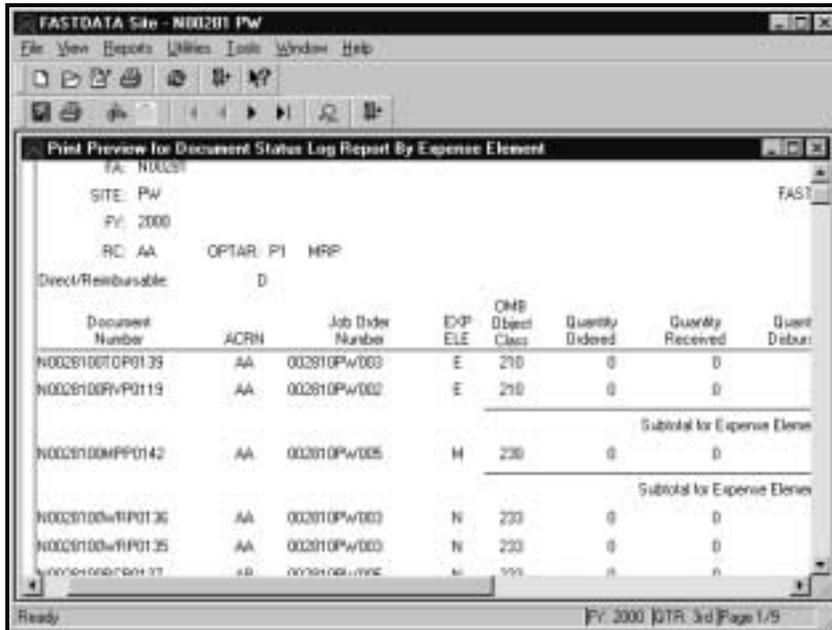
If the **Ascending** check box is checked, column values display in ascending order; if unchecked, column values display in descending order.



**Figure 7.46**  
Sorting Report Data

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

For the sort example shown in Figure 7-43, FASTDATA will display the report with the **Document Number** column data listed in descending order.



**Figure 7.47**  
Sorted Data Display

## • Accessing Automated Processes Generated Reports

When an automated process runs in the FA Module, FASTDATA generates a new report and stores the report on your Oracle server. To open the reports file, locate the **Index.html** file on the server and click on it. Microsoft® Internet Explorer will open and display the reports.

**NOTE** The **Index.html** file will run correctly only with the Microsoft® Internet Explorer browser.

**Tip** You can create a desktop shortcut on your PC to the **Index.html** file on the server. This eliminates having to look for the file each time you wish to view a report.

With the **FASTDATA Reports** folder selected, the right pane displays an overview on how to display, filter, and print reports.

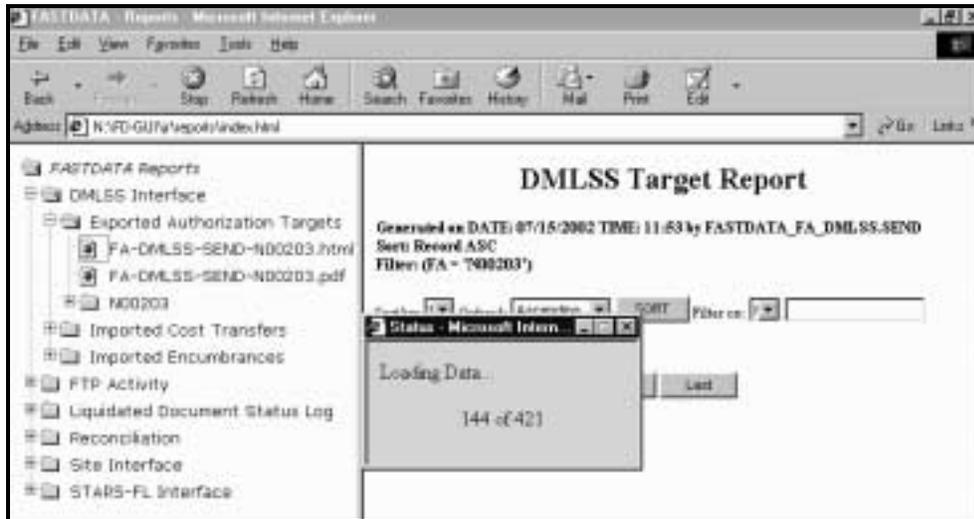


**Figure 7.48**  
Automated  
Reports HTML  
Files

Available reports are organized into folders and subfolders and are listed on the left pane. Each report folder and subfolder has a page describing the folder's contents. Click once on the report folder or subfolder to view the README page. Expand a folder by double-clicking it or clicking the folder's **+** symbol. Most reports are available in HTML and/or PDF format. The Reconciliation Report is only available in CSV (Microsoft® Excel comma-separated values) format. If you can't see the file extensions, resize the left pane to make it wider.

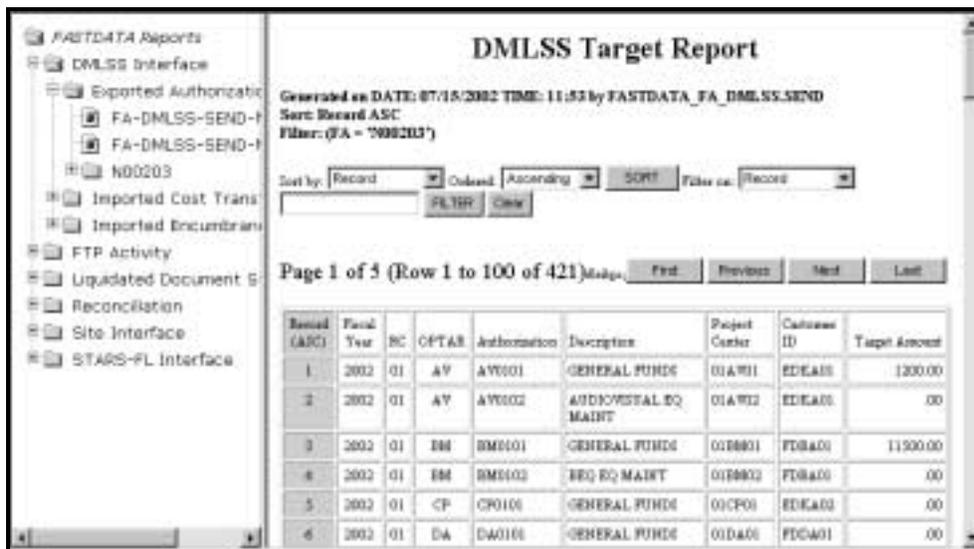
Report files are named for the report title and FA ID. For example, report file **FA-DMLSS-SEND-N00203.html** identifies the HTML report as containing information on transactions FA ID **N00203** sent to DMLSS.

When you select a report to view, a status window lets you know the report is loading. For large reports, this retrieval process may take a couple of minutes. In the example shown, the **FA-DMLSS-SEND-N00203.html** file has been selected and is loading.



**Figure 7.49**  
Automated Reports Loading Status

After the entire report has loaded, the first 100 rows of the report appear in the report window. For columns containing amounts, the 101st row contains the column total for the displayed rows and the row below it contains the column grand total for the entire report.



**Figure 7.50**  
FASTDATA Automated Report