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FASTR

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System Administration and Environment Fundamentals

- Understanding Your Environment
- Creating and Maintaining Environments
- Setting Up Security
- Upgrading Your System

Common Foundation

Prerequisite J.D. Edwards Software Fundamentals

- Using Menus
- Getting Help
- Customizing Data
- Reporting

Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for the current release of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.

Section

Chapter
- Overview
- Tasks

- What You Should Know About
- Field Descriptions
- Processing Options
- Test Yourself

When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.

- *Table* generally means "file."

We assume an "implied completion" at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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FASTR Overview

The Financial Analysis Spreadsheet Tool and Report Writer (FASTR) is a flexible, easy-to-use report writer designed to retrieve data from your J.D. Edwards General Accounting system.

You can create report versions for FASTR in many ways. A thorough understanding of FASTR will help you choose the most efficient way.

In FASTR, you can create a version using column, row, or cell specifications. A column consists of information that is set up vertically on your version. A row consists of information that is set up horizontally on your version. A cell is the intersection of a row and a column. You use:

Column specifications	When you base the information for your version solely on the chart of accounts
Row specifications	When you include details in your version, such as underlines, spaces, blank lines, and special calculations
Cell specifications	When you include information in your versions that is different from the specifications you defined in rows and columns

The following illustrates these items.
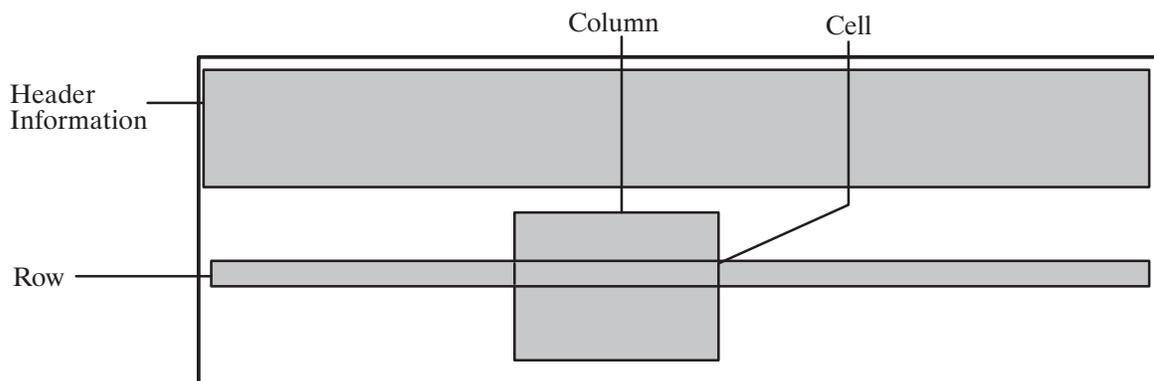
Consider your reporting requirements before you create a version. If you have simple requirements, you create a version with column specifications. If you have more complex requirements, you create a version with row or cell specifications.

FASTR is similar to DREAM Writer, but allows more flexibility in defining the format of the version. You can define the following:

- Sequence of data

- Where totals appear

- Column headings

- Size of columns

- Sequence of columns

- Content of columns

To make the best use of this powerful reporting facility, you need to understand some fundamental ideas. These ideas are essential to understanding what FASTR does and how it presents data:

- As with DREAM Writer, you start from a versions list to create, revise, or run a version.

- The data for a FASTR version comes from the Account Balances table (F0902), not the transaction table. FASTR reporting is done on posted amounts only.

- The header of each FASTR version contains a job number that indicates whether your version is based on column specifications, row specifications, or both.

- FASTR builds a workfile (F8301) that contains all the balance and calculation data for your version. The workfile for each FASTR version is unique, based on the specifications you have defined.

- Typically, the system deletes the workfile after you run each version. You can, however, save the workfile if you want to use the same data later.

- Before using FASTR to run versions, you need to verify that the financial reporting date is correct. The financial reporting date is initially set to the current period and year as maintained in company constants and fiscal date patterns. You should change it before you run a new month's financial versions.

- Typically, you run versions at the end of the day or on SLEEPER so that you do not monopolize the job queue during regular business hours.

FASTR Features

FASTR shares many features with other report writers, such as DREAM Writer and STAR. The following features, however, are unique to FASTR.

Columns

Consider the following features when creating columns for your version:

- Columnar selection. You can include information about fiscal years, ledger types, and column types on a column-by-column basis.

- Columnar calculations. You can define a column as the result of calculations using other columns and numeric values.

- Flexible columnar printing. You can define up to 40 columns of financial information including nonprint columns, plus one column for descriptions. You use nonprint columns for interim calculations.

- Column heading. You can define your own column headings of up to four 10-character lines. The system centers the headings within the defined column size.

Rows

Rows are created in one of three ways.

Data sequencing	• Similar to Data Sequence Set-Up in DREAMWriter • Rows may be companies, business units, accounts, subledgers, and so on • Automatically indents each level • Fastest version processing time
Row specifications	• Up to 4000 user defined rows • Can copy and revise Account Description from the Account Master • Account Master duplication includes titles, level of detail subtotals, underlines, and spaces • Slower version processing time than data sequencing
Dynamic row creation	• Rows are created at the time of execution based on designated Account Master parameters

Version Creation

Consider the following features when creating your version:

- Exception reporting. You can create exception versions by defining a column that prints only rows that are within a tolerance limit. A tolerance limit is a limit that is above, below, or above and below an amount or percent.

- Journal entry creation. You can have the system create journal entries to be posted to the general ledger for any column in a version.

- Version illustrations. After you define the columns for a version, the system displays an online illustration of the version layout. It shows version headings, column headings, and column sizes and position.

- Multiple levels of subtotaling. You can define your own subtotals using row calculations, or you can specify up to nine subtotal levels using a data sequencing and totaling feature.

- Alternate sequencing capability. You can resequence the way your data appears and specify up to nine sequences or level breaks within each version. Ascending and descending sequences are allowed.

- Print options. You can designate various print options for each report version. These options include printer width, division factor, number of decimals for division calculations, and sign reversal on profit and loss accounts.

- PC download. You can create an image of a version, transfer it to a PC, and use it in a spreadsheet or database program.

- Balance auditor. You can create an audit trail for problem solving purposes. This shows where non-calculated account balances originated.

FASTR Version Layout

The basic layout of a FASTR version contains the following items:

- Header information
- Columns
- Rows
- Cells

The following illustrates how your report might appear.

```
                        ┌──────────────┐
                        │    Header    │
                        │ Information  │
                        └──────┬───────┘
                               │
                               ▼
┌──────────────────────────────────────────────────────────┐
│                                                            │
│  Job to Execute       Company Name        Page Number      │
│  Form ID              Optional Heading 1     Run Date      │
│  Version              Optional Heading 2     Run Time      │
│  Number               Optional Heading 3                   │
│                       Optional Date Title                  │
│                                                            │
│  Description Column   Data Column 1   Data Column 2   Data Column 3   │
│                                                            │
│          ▶ Row 1        XXXXX.XX        XXXXX.XX     │ XXXXX.XX │◀   │
│            Row 2        XXXXX.XX        XXXXX.XX       XXXXX.XX       │
│            Row 3        XXXXX.XX        XXXXX.XX       XXXXX.XX       │
│            Row 4        XXXXX.XX        XXXXX.XX       XXXXX.XX       │
│                                                            │
└──────────────────────────────────────────────────────────┘
```

Rows

Cell
R1C3

Columns

Header Information

The following illustrates the header information section in your version.

```
                    ┌──────────────────────┐
                    │      Name of         │
                    │  Company 00000       │        Define up to 3
                    │ prints on every report│      optional report headings
                    └──────────────────────┘
```

83410 Student JDE0001	J.D. Edwards & Company	1
	Income Statement ←	3/31/98
	For the Three Months Ending 3/31/98	3:55:15

Optional Date Titles:
None
Balance Sheet Style
    "As of 3/31/98"
P & L style date
    "For the Three Months Ending 3/31/98"
Single Period
    "For the Period Ending 3/31/98"
Custom date titles
    Primarily used by international clients
    (15 Jun 1998)

Print Program ID/Page
Print all six or none at all
1. Job to execute (83410 or 83500)
2. Form ID
3. Version Number (XXX001–XXX999) where XXX
    is a user–defined prefix
4. Page Number
5. Run Date
6. Run Time

Header information consists of the following items:

Job number	Identifies the program that processes the version
Form ID and version number	Identifies the group of versions that the version belongs to and the specific version within that group
Company name	Specifies Company 00000 as defined in the company constants at the top center of the version
Title 1 through title 3	Defines the version titles

Optional date line	Specifies profit and loss, balance sheet, or single period format
Page number, date, and time	Specifies when the version was processed

Columns

FASTR versions can be defined using two types of columns:

- Description columns, which contain identifying information for a row or series of rows
- Data columns, which contain either values from the workfile or amounts calculated from other columns

Rows

FASTR versions can be defined using three types of rows:

- Text-only rows, which provide identifying information for groups of rows. They do not contain any account balance amounts
- Selection rows, which represent groups of data items that are associated with the columnar amounts. For example, a row may represent different business units with columns of account ranges, or vice versa
- Calculation rows, which contain amounts calculated from other rows

Cells

A cell is the information located at the intersection of a row and column. Cells are used to override specifications defined elsewhere in your version.

How FASTR Compares with Other Report Writers

The following describes how FASTR compares with other J.D. Edwards report writers.

	DREAM Writer	FASTR	STAR	World Writer
Tables	Specific	F0901 F0902 F0006	F1201 F1202	Any
Selection/ Sequence	Separate	Combined	Combined	Separate
Report Format	Fixed	Columns Rows Cells	Columns	Columns
PC Download	No	Yes	Yes	No

The following describes the four procedures in the previous list:

Tables	Indicates which tables you can choose data from for the version
Selection/Sequence	Indicates whether data selection and sequence for the version are separate or combined functions
Report Format	Indicates which parts of the version format you can define
PC Download	Indicates whether you can transfer a copy of a version to a PC program

How FASTR Compares with DREAM Writer

The following describes how FASTR compares with DREAM Writer.

DREAM Writer and FASTR Forms

DREAM Writer	FASTR
Version Identification	Version Identification
Additional Parameters	Additional Parameters
Processing Options	FASTR has six Processing Option forms:
	● Override Default Information
	● Override Rows/Columns
	● Conditioned Variance
	● Journal Entry Specifications
	● Workfile Save Parameters
	● PC Download Processing Options
Data Selection	General Specifications
Data Sequencing	
Printer File Overrides	Printer File Overrides
	Column Illustrations
	Column Specifications
	Row Specifications
	Row Illustrations
	Row Account Duplication
	Cell Specifications
	Balance Auditor Report Display

DREAM Writer and FASTR Forms

FASTR shares the following forms with DREAM Writer:

- Version Identification

- Additional Parameters

- Printer File Overrides

In addition, FASTR uses the following forms:

- General Specifications
- Column Report Illustration
- Column Specifications

The General Specifications form in FASTR combines the function of data selection and data sequence in DREAM Writer.

The processing options for FASTR appear on the following forms:

- Override Default Information
- Conditioned Variance Reports
- Journal Entry Specifications
- PC Download
- Override Rows and Columns
- Workfile Save Parameters

DREAM Writer and FASTR Form IDs

A form ID in DREAM Writer identifies a specific fixed template designed by J.D. Edwards. The form ID is the same as the program ID. For example, P10111 is the form ID for Simple Balance Sheet.

A form ID in FASTR is user defined. Form IDs are used in FASTR to group versions by category, such as:

- Department (for example, TAX or MAINTENANCE)
- User
- Type (for example, ASSETS or BUDGET)

FASTR System Flow

The following illustrates the FASTR file flowchart at execution time.

Flow Description

F8304
Column Specs

F8303
General Specs

↓

F8301
Workfile

↓

F0006
Business Unit Master

F0901
Account Master

↓

F0902
Account Balances

↓

F8301
Workfile

Row Specs?

| Yes | No |

F8305
Row Specs

↓

Your Report
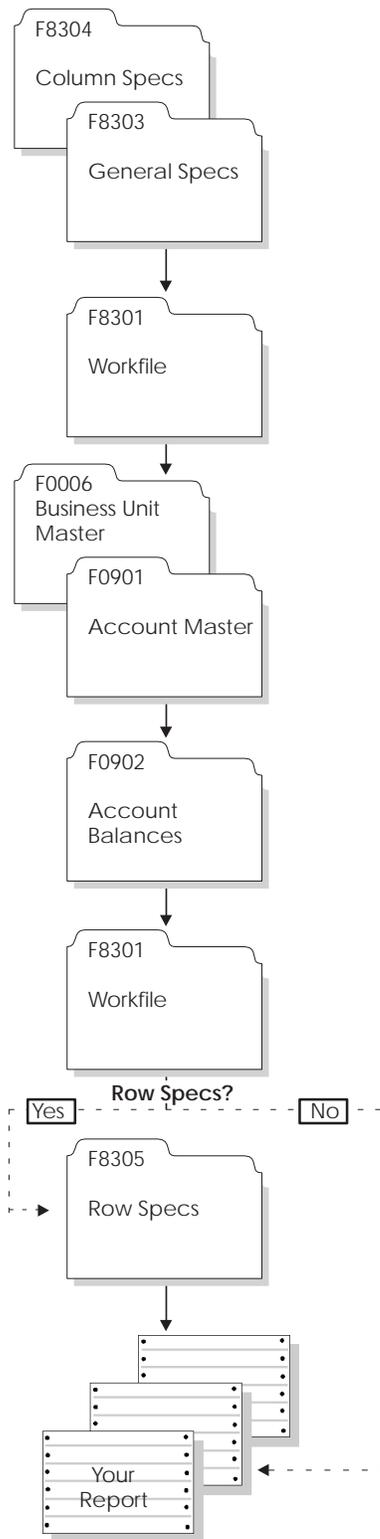
1. Workfile is built using the selection and sequencing criteria and the column specifications (the "report definition").

2. Based on the Report Definition, FASTR retrieves the business units from F0006 and G/L accounts from F0901.

3. FASTR then collects the account balances for the selected business units.

4. The retrieved data is rearranged in the order specified in the Report Definition.

5. FASTR then determines if row specifications exist.

6. If row specifications exist, FASTR retrieves the criteria and then writes the report to the output queue.

7. If no row specifications exist, FASTR writes the report to the specified output queue.

Tables Used by FASTR

Tables and Information Flow

The following illustrates the tables used by FASTR.

F8301

FASTR Workfile

- Built from the report specifications

F8306

Cell Specifications Master

- Contains all cell calculation criteria defined on Cell Specifications

F8302

Level of Detail Workfile

- Used for creating accounting Level of Detail reports without row specifications

F8307

Row Creation

- Used by Account Master duplication function to create row specifications

F8303

General Specifications Master

- Contains all data selection and sequencing defined on General Specifications

F8308

Print Image – Workfile Translation

- Used by Balance Auditor function
- Translates between print image and workfile balance records

F8304

Column Specifications Master

- Contains all column criteria defined on Column Specifications

F8309

Print Image

- Used by PC Download function
- Print image can be downloaded to a PC

F8305

Row Specifications Master

- Contains all row criteria defined on Row Specifications

F8310

Balance Auditor Workfile

- Used by Balance Auditor function
- Contains all balance records which support the non–calculated report results

Tables and Descriptions

DREAM Writer provides four tables for FASTR:

Version Identification (F98301)	Contains the information that identifies the version to the system
Additional Parameters (F983011)	Contains information about parameters that control variables such as security for the version and how the system processes and submits the version to batch
Processing Options Revisions (F98312)	Contains information about the options you can choose when creating a version
Printer File Overrides (F983012)	Contains printer and formatting information for the version

In addition to the DREAM Writer tables listed above, FASTR includes the following tables:

Override Default Information (F83OPT1)	Contains the defaults for the parameters that control how the version is printed and displayed
General Specifications Master (F8303)	Contains the data choice, sequence, and total specifications
FASTR Workfile (F8301)	Contains the records from which you want to select data for the version
Column Specifications Master (F8304)	Contains the column specifications
Row Specifications Master (F8305)	Contains the row specifications
Row Creation (F8307)	Creates row specifications using the Account Master Duplication function
Cell Specifications Master (F8306)	Contains all cell calculation criteria
Balance Auditor Workfile (F8308)	Creates a balance audit trail using the Balance Auditor function

Print Image (F8309)　　　Transfers copies of versions to a PC using the PC Download function

The database tables accessed by FASTR include:

Business Unit Master (F0006)　　　Stores business unit definitions, including name and number, company, and category codes.

Account Master (F0901)　　　Stores account definitions, including account numbers and descriptions. One record exists per account.

User Defined Codes (F0005)　　　Stores user defined codes and their descriptions.

Address Book Master (F0101)　　　Stores profiles on employees, prospects, companies, and so on, with information such as addresses, telephone numbers, and other pertinent data.

FASTR Data Tables

The following illustrates and describes the data tables used by FASTR.

F0006
Business Unit
Master

The Business Unit Master is the most important table. It contains the organizational rollups used by FASTR.

F0901
Account Master
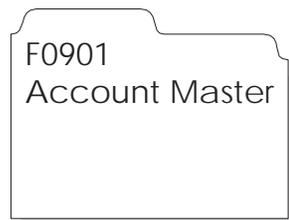
The Account Master is used by the copy facility when creating row specifications. Information copied from the Account Master includes:

- Account descriptions
- Account numbers
- Level of detail summarization and subtotaling

It is used to create row specifications through dynamic row creation. It is also used for data sequencing when row specifications are not used.

```
F0902
Account
Balances
```
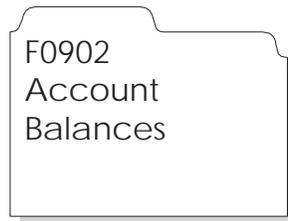
All amount data is extracted from the Account Balances table.

```
F0005
User Defined
Codes
```
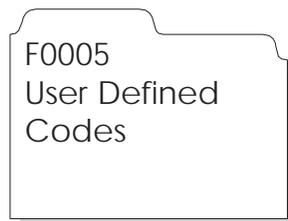
The User Defined Codes table is used to access valid codes and descriptions associated with category codes.

```
F0101
Address Book
Master
```
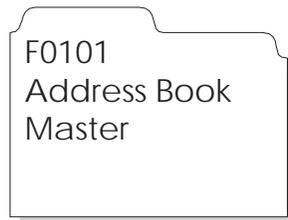
The Address Book Master table is used to select Address Book search type codes for reports using Address Book subledgers.

```
F0050
Organization
Structure
Master
```

The Organization Structure Master table is used to create hierarchical reporting relationships among departments. FASTR can use the relationships to create reports for several entities and cost center rollups.

F98301
DREAMWriter
Master
Parameter

The DREAMWriter Master Parameter provides four forms for FASTR processing:

- Version Identification
- Additional Parameters
- Processing Options Revisions
- Printer File Overrides

Training Environment Case Study

To complete the case study, use data Company 00060 for the 1998 fiscal year.
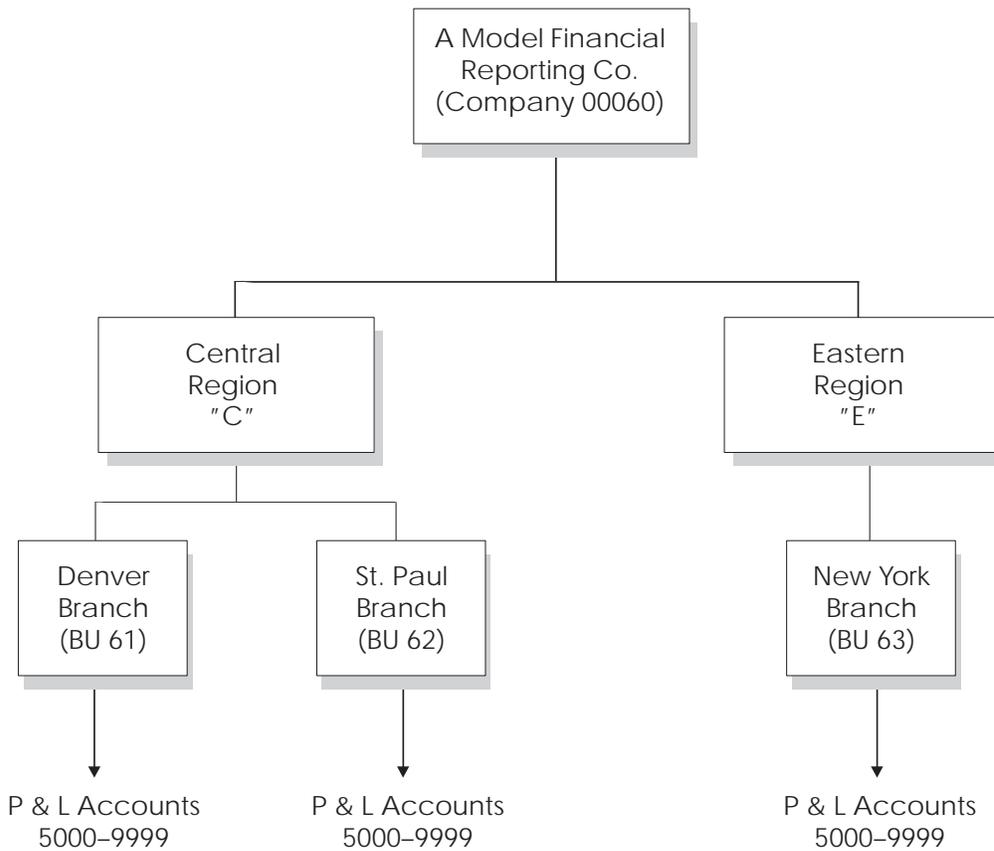
Account Balances

Actual amounts (ledger type AA)

- Denver branch (business unit 61) - January through December 1998
- St. Paul branch (business unit 62) - January through March 1998
- New York branch (business unit 63) - January through March 1998

Budget amounts (ledger type BA)

- Denver branch (business unit 61) - January through December 1998
- St. Paul branch (business unit 62) - January through March 1998
- New York branch (business unit 63) - January through March 1998

Sales unit information (ledger type AU)

- Accounts 5100 and 5200 - January through March 1998

Chart of Accounts Structure

Balancing journal entries are made to account 60.1110. Title (non-posting) accounts are level of detail 3 and 4. Posting accounts are level of detail 5.

Account Description	LOD	Object
Assets	**3**	**1000**
Current	4	1001
Cash in Bank	5	1100
Accounts Receivable	5	1200
Inventory	5	1400
Prepaid Expenses	5	1800
Property and Equipment	5	2001
Accumulated Depreciation	5	2100
Liabilities and Equity	**3**	**4000**
Current Liabilities	4	4010
Accounts Payable	5	4100
Accrued Payroll Liabilities	5	4200
Other Accrued Liabilities	5	4400
Accrued Taxes	5	4430
Long Term Liabilities	4	4600
Notes Payable	5	4610
Long Term Debt	5	4690
Stockholders Equity	4	4900
Paid in Capital	5	4920
Retained Earnings	5	4980
YTD Income (Loss)	5	4999
Revenue	4	5000
Widget Sales - Class 1	5	5100
Widget Sales - Class 2	5	5200
Direct Costs	4	6000
Widget Costs - Class 1	5	6100
Widget Costs - Class 2	5	6200
General and Administrative	4	8000
Salaries and Benefits	5	8100
Maintenance Costs	5	8200
Insurance Expense	5	8300
Equipment Expense	5	8400
Estimated Income Taxes	4	9000
Income Taxes	5	9100

Column Reports

Version Creation

Objectives

- To create a version, with or without using an existing version, using only column specifications

About Version Creation

A version contains the specifications for a report. When you run a version, FASTR creates a report. You can run the version as many times as you want. Various DEMO versions are provided on Financial Statements, Job Cost Reports, and Public Services Reports.

You can create a version in FASTR in the following ways:

- Create a version without using an existing version as a template.
- Create a version by copying an existing version and revising it to suit your needs.

Typically, you copy a DEMO version and revise it. To become familiar with all the functionality of FASTR, you should create at least one version without using an existing version.

Version creation consists of the following tasks:

❏ Creating a version

❏ Copying a version

❏ Entering totals

Create a Version

From the FASTR menu (G83), choose *Financial Statements*.

Creating a Version

You need to create a new version if none of the DEMO versions suits your needs. Typically, you can copy a DEMO version that is similar to what you need and revise it. However, you might need to create a version that is so different from any existing version that you prefer to create a new version.

When you create a new version, the system displays a series of forms you use to define specifications. As you complete each form, press Enter to proceed to the next form. If you need to return to the previous form, press F12. To return to the versions list on Financial Statements, press F3 at any time.

Complete the following tasks:

❏ Enter the identifying information

❏ Verify additional parameters

❏ Enter default information

❏ Define the workfile

❏ Define the columns

❏ Override defaults for a column

❏ Arrange the columns in a new sequence

❏ Review the report

❏ Process the version

Entering the Identifying Information

When you create a version or copy an existing one, you need to identify the version by entering the following information:

- A version ID that the system uses to locate the version

- A version title to identify the version to users

You create a version title to identify the version. Unlike the version ID, which is an alphanumeric code, the version title describes the content of the version. For example, you might create a version title called "Month End Report for Company 1."

You can also enter an optional title of up to three lines that will appear on the report under the title of the company default value.

After you enter the version ID, FASTR displays the FASTR Definition Options form, which allows you to choose the functions that you need to create or revise the version. After you choose the functions you need, FASTR displays the corresponding forms.

▶ **To enter the identifying information**

On Financial Statements

```
[83300] - Financial Statements                                    _ □ ×
Functions   Options   Tools   Help

     Skip to Version        [            ]  Form ID   [GENERAL      ]

  O│ Version │        Description            │  User │  Chg Dat
   │XJDE0001│Income Statement Variance Analysis    │DEMO │02/12/96
   │XJDE0002│Business Unit Line Item Illustration  │DEMO │02/12/96
   │XJDE0003│Balance Sheet with Comments           │DEMO │02/12/96
   │XJDE0004│Percent of Revenue Illustration       │DEMO │02/12/96
   │XJDE0005│Trial Balance - Object Account Summary │DEMO │02/12/96
   │XJDE0006│G&A - Items w/ Variance exceeding $500 │DEMO │02/12/96
   │XJDE0007│Business Unit Accounts w/Balance Auditor│DEMO│02/12/96
   │XJDE0008│Income Statement Var Anal w/Bal Auditor│DEMO │02/12/96
   │XJDE0009│Combined Stmt. of Rev. & Exp. (CAFR)  │DEMO │02/12/96
   │XJDE0010│FASTR Budget Worksheet for Co. 100    │DEMO │02/12/96
   │XJDE0011│FASTR Budget Wkst. for Co. 100 Revenues│DEMO │02/12/96




 [✓] [✗]                                                    [▲]
Opt: 1=Run 2=Chg 3=Copy 4=Rpt Dst 5=Cover 6=Prt Ovr 8=PC Dwn 9=Dlt    MW [▼]
```

1. Choose Copy next to a blank line.
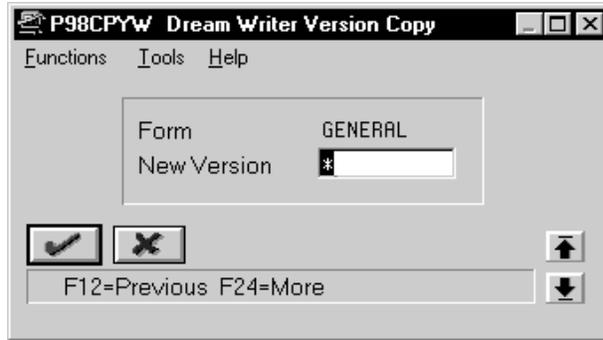
2. On DREAM Writer Version Copy, complete the following field:

- New Version

3. On FASTR Definition Options, accept the default functions.

You can remove the 1 next to any of the functions that you do not need to create your version. For example, if you do not want to create journal entries, remove the 1 next to Journal Entry Specifications.
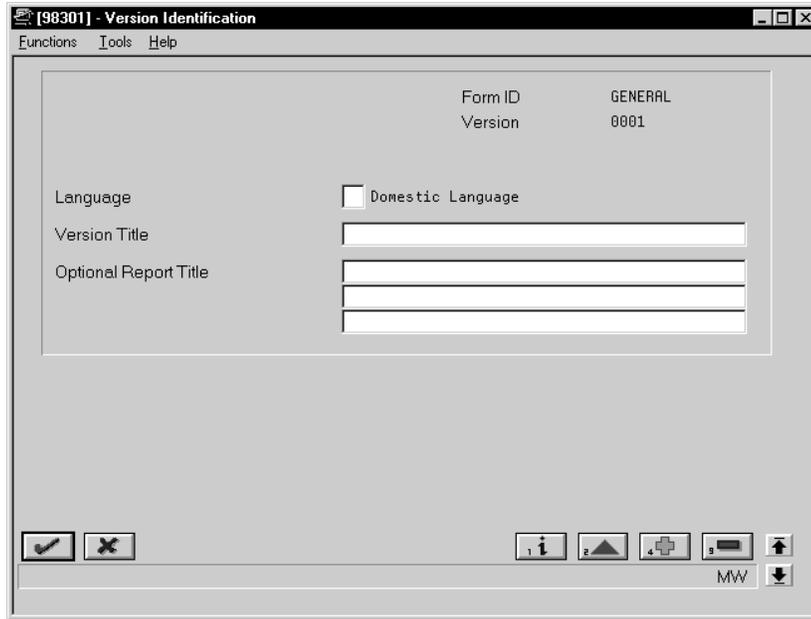
```
[98301] - Version Identification                    _ □ ×
Functions   Tools   Help

                              Form ID       GENERAL
                              Version       0001


    Language            □  Domestic Language

    Version Title       [                              ]

    Optional Report Title [                            ]
                          [                            ]
                          [                            ]




    ✓   ✗                        ,i  ▲  .⊹  .▬   ⬆
                                              MW  ⬇
```

4. On Version Identification, complete the following fields:

    - Version Title
    - Optional Report Title

Field	Explanation
New Version	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers.
	For OneWorld, the name of the version. It is created when the version is added.
Version Title	For World, a description of the version that appears next to the version number. The version title is different from the report title.
	For OneWorld, the title of the version. The version title is different from the application title.
Optional Report Title	The title that appears at the top of the report. It can include up to three lines with 40 characters each. The lines are automatically centered on the report.

Verifying Additional Parameters

You need to verify the additional parameters that control variables such as security for the version and how the system processes the version and submits it to batch.

You can also verify:

- Whether to include a cover page that lists the column, row, and cell specifications for your report
- The level of user access
- Whether to display processing options at the time you run the report

▶ **To verify additional parameters**

After you complete the information on Version Identification and press Enter, Additional Parameters appears.

On Additional Parameters

```
[983011] - Additional Parameters                                    _ □ ×
Functions   Tools   Help
                                    Form ID        GENERAL
Income Statement for Company 100    Version        0001

Based on File            F0006      Based on Member          *ALL

Processing Overrides
Print Cover Page (Y/N)   Y          Print Instructions (Y/N)  N
Mandatory Processing Option N       User Exclusive (0/1/2/3)  0
Job Queue                *JOBD      Hold on Job Queue (Y/N)   N
Format Name              I0006      Output Media              RPT
Job to Execute           J83410     File Output Type          1
Type Report Totaling     1          Override Logical File

Open Query File Options
Optimize Option(1/2/3)   1
Sequential Only(Y/N)     Y
Open for Output(Y/N)     N
Open for Update(Y/N)     N
Open for Delete(Y/N)     N

  ✔   ✖                          i   ▲   ✚   ▬   ⬆
                                                MW    ⬇
```

Verify the following fields:

- Based on File
- Based on Member
- Print Cover Page
- Mandatory Processing Options
- User Exclusive
- Format Name
- Job to Execute

Typically, you should change only the following fields:

- Print Cover Page
- Mandatory Processing Options
- User Exclusive
- Hold on Job Queue

Field	Explanation
Object	The based on table information used by FASTR. Do not change the value in the Based On File field. The default value, F0006, is the table FASTR uses to obtain data for financial reports. . . . . *Form-specific information* . . . . In STAR, this is the table that the system extracts data from to build the workfile for the version. For STAR, this should be F1201, which is a joined table that includes the Item Master table (F1201) and Item Balances table (F1202).
Based on Member	The name of a specific member of a physical or logical file. This is the based-on physical file member name. The standard default for the FASTR OPNQRYF is to be based on all members of the physical file (member name = *ALL). DO NOT CHANGE THIS FIELD.

Print Cover Page (Y/N)	Type Y to print the report and cover page, as follows:
	    • Control parameters for the General Specifications report
	    • Column control parameters for the Column Specifications report
	    • Row control parameters for the Row Specifications report
	    • Processing options for the Cell Specifications report
	
	Type N to print the report only.
	
	. . . . *Form-specific information* . . . .
	
	Note: You can use 1 for Y and 0 (zero) for N.

Field	Explanation
Mandatory Processing Option	A code that specifies whether processing options display when the version is submitted. Valid codes are: N Do not display the processing options. This is the default. Y Display the processing options at submittal time. 2 Display both the processing options and general specifications. 3 Display the general specifications only. . . . . *Form-specific information* . . . . A code to designate whether processing options or data selection appear before execution of the job. Values are: Y Mandatory display of processing options form at runtime. 2 Displays both Processing Option and Data Selection forms at runtime. 3 Mandatory displays Data Selection form at runtime. N Immediate submission to batch. Note: You can use 1 for Y and 0 (zero) for N.

Field	Explanation
User Exclusive (0/1/2/3)	This field allows you to restrict user access for a report version.
	For World, the valid values are:
	0 No security. Anyone can change, copy, delete, or run the version. This is the default when adding a new version.
	1 Medium security. Only the user who created the version can change or delete it. All users can copy or run the version. This is how the JDE Demo versions are delivered.
	2 Medium to full security. Only the user who created the version can change, delete, or run it. All users can copy the version.
	3 Full security. Only the user who created the version can change, delete, copy, or run it.
	For OneWorld, the valid values are:
	0 No security. Anyone can design, change processing option values, change detail values, check in, check out, install, transfer, copy, delete, or run the version.
	1 Medium security. Only the Last Modified By can design, change processing option values, change detail values, check in, check out, or delete the version. Anyone can install, copy, transfer, or run the version.
	2 Medium to Full security. Only the Last Modified By can design, change processing option values, change detail values, check in, check out, transfer, delete, or run the version. Anyone can install or copy the version.
	3 Full security. Only the Last Modified By can design, change processing option values, change detail values, check in, check out, install, transfer, copy, delete, or run the version.
Format Name	The RPG format name that the system uses in the logical file or open query statement.
Hold on Job Queue (Y/N)	A code used to indicate whether to hold the submitted job in the job queue. Values are: Y Yes N No

What You Should Know About

Print Instructions field   If you enter Y in the Print Instructions field, the system prints all of the program helps for FASTR. The program helps contain numerous pages and require a substantial amount of time to print.

Entering Default Information

You must enter default information for the parameters that control how the system prints and displays the report. These parameters can include specifying decimal places, rounding, and sign reversal. The Override Default Information form is the highest level at which you can set these parameters. On other forms at lower levels, you can change default values for individual columns, rows, or cells.

The 20 default edit codes that pertain to the report figure layout require particular attention because they account for a substantial amount of information.

Edit Codes Used by FASTR

Code	Commas Y/N	Zero Balance Y/N	Negative Amount Notation
A	Y	Y	Cr
B	Y	N	Cr
C	N	Y	Cr
D	N	N	Cr
J	Y	Y	–Trailing
K	Y	N	–Trailing
L	N	Y	–Trailing
M	N	N	–Trailing
N	Y	Y	–Preceding
O	Y	N	–Preceding
P	N	Y	–Preceding
Q	N	N	–Preceding
R	Y	Y	< >
S	Y	N	< >
T	N	Y	< >
U	N	N	< >
1	Y	Y	No sign
2	Y	N	No sign
3	N	Y	No sign
4	N	N	No sign

To choose the appropriate default edit code for your report, review the Negative Amount Notation column in the Default Edit Code table and choose the appropriate option for your report figures. This narrows your search to four codes. For example, if you choose a trailing minus sign as your negative amount notation, your search is narrowed to a code of J, K, L, or M.

Review the Zero Balance column in the Default Edit Code table and determine whether you want to print zero balances. This narrows your search to two codes. For example, if you choose to print zero balances, your search is narrowed to a code of J or L.

Review the Commas column in the Default Edit Code table and determine whether you want commas to appear in the report figures on your report. For example, if you want commas in your report figures, choose J. If not, choose L.

▶ To enter default information

After you complete the information on Additional Parameters and press Enter, Override Default Information appears.

On Override Default Information

```
[83OPT1] - Override Default Information                        _ □ ×
Functions   Tools   Help

                                            Form ID      GENERAL
      Income Statement for Company 100      Version      0001


                             Allowed Values        Default

Form Width          ☐        1=132, 2=198          1
Current Period      [    ]    Enter Date           Cur F/R Date
Division Factor     [    ]    0=pennies, 1, 10, etc 1 (dollars)
Reverse Sign        ☐        Y or N               N
Print Row When "0"  ☐        Y, N, A, or 3-9      Y
Print Descr W/Keys  ☐        Y, S, or N           N
Date Title          ☐        B=B/S, P=P&L, S=Single blank (none)
Print Pgm ID/Page   ☐        Y or N               Y
Default Edit Code   ☐        See Table            None
Default Decimals    ☐                             0
Prt Alpha Name Only ▪        Y or N               blank
Prt. Seq. in Heading ☐       Y or N               blank


 ✔  ✖                                                      ⬆
      Enter=Update    F3=Exit                        MW    ⬇
```

1. To enter date defaults, complete the following fields:

   - Current Period

   - Century

   - Date Title

If you do not enter a current period, the system provides the current financial reporting date.

2. To specify the report format, complete the following fields:
    - Form Width
    - Print Program ID/Page

3. To specify display attributes, complete the following fields:
    - Division Factor
    - Reverse Sign
    - Default Edit Code
    - Default Decimals

4. To define which report information to print, complete the following fields:
    - Print Row When 0
    - Print Description with Keys

5. Complete the following field:
    - Print Alpha Name Only

6. Scroll down to the second form.

```
[83OPT1] - Override Default Information                    _ □ ×
Functions    Tools   Help

                                          Form ID      GENERAL
      Income Statement Variance Analysis   Version      0001


                            Allowed Values          Default

  Account LOD Range    □ to □   3 to 9, blank=not used    blank
  CC Level Of Detail   □         1 to 9, blank=not used    blank
  Subledger Descr      □         F=Full, blank=Single Line blank
  Omit Cutback A/C's   □         Y or N                    N
  Job Cost Headings    □         Y or N                    N
  PC Download File     □         Y N or A                  N
  Member Name          [      ]  Valid IBM Object Name     blank
  52 Period Acct       □         Y or N                    N
  Include Zero Rec     □         Y or N                    N
  AAI Subtotaling      □         Y or N                    N
  Ending object        [     ]   Object Account            blank



  ✔  ✖                                                   ⬆
        Enter=Update   F3=Exit                      MW   ⬇
```

7. To define which report information to print, complete the following fields:
    - Subledger Description
    - Include 0 Records

8. Complete the following fields:
    - Business Unit Level of Detail

- Omit Cutback Accounts
- 52 Period Accounting

Field	Explanation
Current Period	The current fiscal reporting date establishes the period that the report is based on. If this field is blank, the system uses the Financial Report Date. If you want the Financial Report Date to be company sensitive, the first sequence on General Specifications must be company.
Date Title	Determines how the date title appears at the top of each page of the report. Values include: B Balance sheet, for example, As of June 30, 1998. P Profit and Loss, for example, For the Six Months Ending June 30, 1998. S Single period, for example, For the Month Ending June 30, 1998. 1–9 Custom. Typically, this is used by international clients. blank No date title. This is the default value.
Form Width	Determines the number of characters across the page that the report can support. Values are: 1 132 characters. This is the default value. 2 198 characters. Anything over 198 characters is truncated. (Not all printers support 198 characters.) This option overrides the setting on Printer Overrides.
Print Pgm ID/Page	Determines whether the program ID, page number, and run date and time appear at the top of each page of the report. Values are: Y Include these items on the report. This is the default value. N Do not include these items on the report.
Division Factor	Determines how the displayed amounts appear. Values are: 0 Pennies 1 Whole dollars 10 Tens 100 Hundreds 1000 Thousands Amounts are rounded, not truncated, with standard 5/4 rounding. The display decimals on other forms: • Are set to 2 when displaying cents • Are set to 0 for everything else • Can be overridden in Column Specifications, Row Specifications, and/or Cell Specifications

Field	Explanation
Reverse Sign	This code is for printing purposes only. It determines whether signs for balances are globally reversed for profit and loss accounts. Valid codes are:
	Y Reverse the signs. Print credit balances (revenue accounts) as positive numbers and debit balances (expense accounts) as negative numbers.
	N Do not reverse the signs. This is the default.
	. . . . *Form-specific information* . . . .
	A For non-row reports, print the signs based on AAI items GLG06 - GLG12.
Default Edit Code	Determines how data is printed or displayed. Depending on the code, you can change the appearance of the fields as follows (standard IBM edit codes):
	• Show commas – 1, 2, A, B, J, K, N, or O
	• Show decimal point – 1, 2, 3, 4, A, B, C, D, J, K, L, M, N, O, P, Q
	• Show sign for negative – A, B, C, D ("CR") or J through Q ("-")
	• Suppress leading zeros – 1 through 4, A through D, J through Q, Y and Z
	Refer to user defined codes (system 98/ type EC) for all valid codes, including additional J.D. Edwards edit codes.
Default Decimals	The system uses this field to determine the number of decimal positions to use for rows or columns that contain division calculations.
	Values are 0 through 5. The default is 0. Amounts are rounded, not truncated, using standard 5/4 rounding.
	The system uses this default information during the row and column editing process only. You can override default decimals on Row Specifications, Column Specifications, and Cell Specifications.
Print Row When "0"	Determines whether rows with zero amounts are printed on versions with row specifications. Valid codes are:
	Y Print all rows whether or not the amounts are zero.
	N Do not print rows with zero amounts if they are detail lines. If they are total lines, zero amounts print.
	A Suppress all rows with zero amounts. Text rows are not affected by this option.
	. . . . *Form-specific information* . . . .
	3-9 If you use account level of detail, you can enter a value between 3 and 9 to specify the level of detail where posting begins. This allows you to omit rows with zero amounts without omitting the level of detail header accounts.

Field	Explanation
Print Descr W/Keys	Determines whether to print the description with the numeric indicator of the row's value. Valid codes are: Y Print both the description and key. N Print only the description. This is the default value. S Print the description and key only on sequence lines.
Subledger Descr	Determines the amount of detail to print for a subledger description. Values are: Blank Single line F Full description S The tax ID for address book
Include Zero Rec	Determines whether to print zero amounts. These can be Account Balances amounts that net to zero for specific periods. Amounts can also exist for which there is an Account Master record but no corresponding Account Balances record. Use this feature with Column Only reports. Using it with row reports provides no benefits. Values are: N Do not print accounts with zero amounts. This is the default value. Y Print posting accounts with a net balance of zero.
Prt Alpha Name Only	Determines what to print when sequencing by address number.
CC Level Of Detail	Determines the starting point for the business unit rollup on the report. Business unit level of detail is based on business unit numeric order, not the business unit report codes.
Omit Cutback A/C's	Determines whether the report omits accounts that fall within the range of cutback accounts as defined in automatic accounting instructions.
52 Period Acct	Determines whether 52 period tables and variables are used during the processing of the report. The 52 period tables include the 52 Period Account Balances table (F0902B) and the 52 Period Fiscal Pattern table (F0008B). The 52 period variables include: • 52 period normal number of periods • 52 period financial reporting year and period

See Also

- *Downloading a Report to a PC* for information about using the PC download file and member name to download a copy of a report to a PC.

- *Creating Custom Date Titles* for information about date titles 1–9 and about customizing them to suit your needs

- For information about changing the current financial reporting date, see *Changing a Financial Reporting Date* in the *General Accounting I Guide*.

Defining the Workfile

The workfile contains those records from the Account Master, Account Balances, and Business Unit Master tables from which you choose data for the report. (You choose data from these tables for individual columns when you define the columns.) The workfile also defines how data is sequenced by row on the report and where totals and page breaks occur.

```
[83030] - General Specifications                                    _ □ ×
Functions   Tools   Help

                                        Form ID          GENERAL
Income Statement for Company 100        Version          0001

         Field              Len . .Selection . . Sequen Total PageBk
                                Rel     Value     No  A/D (Y/N) (Y/N)
Business Unit Master
  Business Unit. . . . . . . . . . .  12
  Type Business Unit . . . . . . . .  02
  Description - Compressed . . . . .  40
  Company. . . . . . . . . . . . . .  05
  Address Number . . . . . . . . . .  08
  County . . . . . . . . . . . . . .  03
  State. . . . . . . . . . . . . . .  03
  Model Account/Consolidations . . .  01
  Division . . . . . . . . . . . . .  03
   Region . . . . . . . . . . . . .   03
  Group. . . . . . . . . . . . . . .  03
  Branch Office. . . . . . . . . . .  03
  Department Type. . . . . . . . . .  03
  Person Responsible . . . . . . . .  03
  Line of Business . . . . . . . . .  03

  ✓    ✗
 F4=Display *Value/*Range   F5=Redisplay   F16=Display all fields      MW
```

Defining the workfile is very important for creating a report that processes efficiently. You need to include all the records required for the report in the workfile, but no more than are necessary. For example, in a version designed to list actual amounts (AA), you might choose company but no ledger type. If so, FASTR will include *all* ledger types for the company. The report might take significantly more time to process than if you choose AA as the only ledger type.

The following illustration of the Account Balances table demonstrates this concept. If you choose Ledger Type equal to AA, BA, and BU, then the workfile will contain only records that have AA, BA, and BU in the Ledger Type field.

```
┌──────────────────────────────────────────────────────────────────────┐
│  F0902       Account# ____1018____  Fiscal Year ___98____  Ledger Type │ BU │ ___ │
│ ┌──────────────────────────────────────────────────────────────────────┐
│ │  F0902       Account# ___1013___  Fiscal Year ___97____  Ledger Type │ BA │ ___ │
│ │ ┌──────────────────────────────────────────────────────────────────────┐
│ │ │  F0902       Account #__1001___  Fiscal Year ___98____  Ledger Type │ AA │ ___ │
│ │ │    Beginning                              Company #  _____
│ │ │     Balance  _____
│ │ │    Period 1  _____
│ │ │       .      _____             Subledger  _____
│ │ │       .      _____
│ │ │       .      _____             Currency
│ │ │    Period 14 _____             Code      _____
│ │ └──────────────────────────────────────────────────────────────────────┘
```

Record Selection

You use Boolean expressions to limit the records that the system includes in the workfile. A Boolean expression uses operators, such as EQ (equal to) and LT (less than), to indicate relationships between operands. An *operator* is a symbol or abbreviation that indicates the process to be carried out between two *operands* in an expression.

For example, in the mathematical expression, 2 + 3, + is the operator, and 2 and 3 are the operands. In the Boolean expression Ledger Type EQ AA, EQ is the operator, and Ledger Type and AA are the operands.

You enter Boolean logic using the following codes:

Boolean logic codes   EQ – Equal to

NE – Not equal to

GT – Greater than

GE – Greater than or equal to

LT – Less than

LE – Less than or equal to

OS – Organizational structure

In FASTR, the operands are:

- Data fields in the Account Master, Account Balances, and Business Unit Master tables
- Values that define the data in the data fields, such as ledger types or account numbers

For example, to choose only records that have a ledger type equal to AA, use the following expression:

Ledger Type EQ AA

To indicate more than one value or a range of values, use *VALUE or *RANGE as operands and enter the specific values or ranges under the Boolean expression (in the fold area for the data field on General Specifications).

The following examples illustrate this. To choose only records that have a ledger type equal to AA, BU, or BA:

Ledger Type EQ *VALUE

AA BU BA

To choose only records that have account ranges 5000–5999 and 8000–8999:

Object Account   EQ   *RANGE

5000   5999   8000   8999

Row Definition and Sequence

You define the content and sequence of rows on the report by entering sequence numbers for data fields. For example, assume you define company as sequence number 1, object account as sequence 2, and subsidiary as sequence 3. The system sequences the accounts on the report under their respective major accounting classes, and the system sequences major accounting classes under their respective companies.

Totals and Page Breaks

You can define for which accounts the system creates totals and page breaks on a report. The system generates totals and page breaks whenever the account changes. For example, if you define totals for company and major accounting class, the system prints a total line each time the accounting class or company changes for the previous accounting class or company. If you define page breaks for company, a new page begins each time the company changes.

▶ **To define the workfile**

After you complete the information on Override Default Information and press Enter, General Specifications appears.

On General Specifications

```
[83030] - General Specifications                                    _ □ ×
Functions   Tools   Help

                                        Form ID        GENERAL
Income Statement for Company 100        Version        0001

         Field            Len . .Selection . . Sequen Total PageBk
                              Rel    Value     No  A/D (Y/N) (Y/N)
Business Unit Master
 Business Unit. . . . . . . . . . . 12
 Type Business Unit . . . . . . . . 02
 Description - Compressed . . . . . 40
 Company. . . . . . . . . . . . . . 05
 Address Number . . . . . . . . . . 08
 County . . . . . . . . . . . . . . 03
 State. . . . . . . . . . . . . . . 03
 Model Account/Consolidations . . . 01
 Division . . . . . . . . . . . . . 03
  Region . . . . . . . . . . . . . 03
 Group. . . . . . . . . . . . . . . 03
 Branch Office. . . . . . . . . . . 03
 Department Type. . . . . . . . . . 03
 Person Responsible . . . . . . . . 03
 Line of Business . . . . . . . . . 03

  ✔   ✖
F4=Display *Value/*Range   F5=Redisplay   F16=Display all fields      MW
```

1. Complete the following fields for the data fields that are relevant to your report:

    - Relationship

    - Selection Value

    - Report Sequence Number

    - Sequence A/D

    - Total

    - Page Break

    Do not press Enter.

2. Choose Display *Value/*Range if you are using *VALUE or *RANGE to define multiple values or ranges of values for a data field.

3. Access the fold area.

4. Page down to the data field for which you want to define multiple values or ranges.

5. Complete the following field:

    - *Range or *Value

You must enter all information for this field. Do not leave any fields blank between your selections.

6. Choose Redisplay.

Field	Explanation
Relationship	A code that describes the relationship between the range of variances you display. Valid codes are: EQ Equal to LT Less than LE Less than or equal to GT Greater than GE Greater than or equal to NE Not equal to NL Not less than NG Not greater than CT Contains (only allowed in selection for Open Query File function) CU Same as CT but converts all input data to uppercase letters . . . . *Form-specific information* . . . . OS Organizational structure For FASTR, you cannot use codes NL, NG, CT, and CU.
Value	A value used in conjunction with the Relationship operand to determine which records are extracted from the data field to build the workfile for the version. Values are: • A specific value, such as a company or account number. • *VALUE to include multiple values. Enter up to 32 specific values in the *Range or *Values fields. • *RANGE to include a range of values. Enter the low and high range values in the *Range or *Value fields. • *BLANK to include values of all blanks. • *ZERO to include all zeros in a field. You can specify a character string of fixed and variable characters with the *WILDCARD value.

Field	Explanation
Sequen No A/D	Controls how a report is sequenced. You can select up to nine data fields for report sequencing. The highest numbered sequence field (9) determines what prints. You must sequence at least one data field for a report.
	For row reports, the rows print once for each group of sequenced fields. For example, if company is sequence 1 and business unit is sequence 2, rows print for each business unit under each company and page break.
	For column-only reports, the highest sequence number prints as the detail line. Any lower sequence numbers print as header rows and subtotal rows, if you select subtotaling.
Report Sequence Order	Determines whether a selected data field is sequenced in ascending order (A) or descending order (D). Ascending order is the default.
Total (Y/N)	Controls total and subtotal breaks in the report. This field is ignored for row reports.
PageBk (Y/N)	Controls where page breaks occur on your version. To suppress page breaks in row reports when the highest sequence number changes, enter S for the highest sequence number.

What You Should Know About

Creating totals	You should never create a total on your last level of sequencing because the system will create duplicate data which is unnecessary and confusing.
Sequencing on a company	If your first sequence is on a company, the system uses the financial reporting date of that company. If your first sequence is not on a company, the system uses the financial reporting date of company 00000.
Sequencing on a blank business unit category code	If you need a consolidated report of all companies in the system, search on an unused business unit category code because all the business units in the category code will be blank. As a result, you will not assign unnecessary page breaks to your report.

Defining the Columns

You define columns to arrange your data across the page. FASTR versions include:

• A description column

• Data columns

You can define up to 40 data columns (columns of financial information), including non-printing columns, plus one description column, for a total of 41 columns. You use non-printing columns for interim calculations. You can have up to 20 print columns in addition to the description column.

Column size and position are user defined. You can define the column size to fit the data, and you can place the column anywhere on the printed report. You can easily move the columns after you have defined the report.

Each line of information on Column Specifications defines a column on the report.

The Description Column

The description column on a report contains descriptions for each row that appears on the report. These descriptions are based on the sequence numbers you assign to data fields on General Specifications. To define the title for the description column, you enter information in the top line on Column Specifications. You can define a heading for the column and change its width.

Col Nbr	Column Headings Upper	Lower	Col Size	Prt Col	LT	Col Typ	Col Amts	Selections of Column Headings
	Descriptio n		40	01				
01			10	02				
02			10	03				
03			10	04				
04			10	05				
05			10	06				
06			10	07				
07			10	08				
08			10	09				
09			10	10				
10			10	11				
11			10	12				

The highlighted line defines the description column of the report

126410
Studentxx
001

J.D. Edwards & Company
Illustration of Detail

As of June 30, 1998

2
07/31/98
13:55:18

Description	Actual Amounts	Budget Amounts	Variance
Company Name			
Sales			
Account 1	156,000	39,000	117,000
Account 2	44,000	11,000	33,000

The first line on Column Specifications has no column number because it is hard coded for the description column. If you do not want it to print, use a Print Column code of NP. If you need to change the position of the text, you can change the print column number.

Although the heading for the description column prints as one line, four 10-character fields are available for you to enter the heading. Two of these are in the detail area. If your heading is "Description," you enter it as follows:

Column Upper	Headings Lower

Descriptio n

When you update your entry, it appears as follows:

Column Upper	Headings Lower
	Descri

ption

The resulting heading on the report appears as follows:

Description

- -

If your heading is more than 20 characters, you enter it across both rows of fields, for example:

Column	Headings
Upper	Lower

Heading wi th More Th
an 20 Char   acters

Data Columns

A data column includes:

- The column layout
- The column content

To define data columns, use the lines on Column Specifications that are under the line you use to define the description column.

Column Layout

The column layout consists of:

- The column heading
- The column size
- The position of the column on the report
- Rolling column headings

You can define up to four 10-character lines for a data column heading. You type the heading in the Column Heading fields from left to right and from top to bottom. The lower two fields are in the fold area.

If you use only the two top fields, such as:

Column	Headings
Upper	Lower

2-Line   Heading

Your two-line heading on the report will be centered over the column, as follows:

2–Line
Heading

If you use all four fields, such as:

Column	Headings
Upper	Lower

Heading   with
Four   Lines

Your four-line heading on the report will be centered over the column, as follows:

Heading
with
Four
Lines

You use the following rolling column headings to label the information from any period in your chart of accounts.

- :PA prints the current period

- :PA+01, and so on, prints the name of the next period

- :PA−01, and so on, prints the name of the last period

Column Content

You can define two types of data columns:

- Selection columns – These contain data from the records in the workfile.

- Calculation columns – These contain amounts calculated from other columns.

For each selection column, you define the type of column. For example, to define a column that shows the revenue accounts, you enter a column type of AR (account range).

When selecting items that have balances, you also need to enter a column amount code to define which item balances to obtain from the Account Balances table, such as AB for current period balance. In addition, you need to define the specific data for the column.

For example, to define a column that shows the current period balance for your range of revenue accounts, you enter a column type of AR (Account Range), a column amount of AB, and the range, such as 5000 – 5999, as follows:

Col Typ	Col Amts	Selections or Column Headings	
AR	AB	5000	5999

To define a column with multiple ranges, you enter the additional ranges under the first range, in the fold area, as follows:

Col Typ	Col Amts	Selections or Column Headings	
AR	AB	5000	5200
		5300	5399
		5500	5599

To define a column with data from multiple business units, you enter a column type of CC (Business Unit) and the individual business units, as follows:

Col Typ	Col Amts	Selections or Column Headings	
CC	AB	61	64
		67	

If you enter a fiscal year for a column in the fold area, be sure that it doesn't conflict with the amount code. For example, your reporting year is 98. You want information from 97. Do not use a fiscal year of 97 and column amount of prior year because information from 96 will appear.

Calculation Columns

For each calculation column, enter a column type of C (Calculate Columns) and the columns and operators involved in the calculation. You need to use the fold area to include all the columns in the calculation. You do not need a column amount. For example, the definition of a column that contains the result of adding columns 3 and 4 is entered as follows:

Col Typ	Col Amts	Selections or Column Headings	
C		C3	+
		C4	

Calculations are performed in the order entered. That is, you cannot group parts of a complex calculation to be done first. For example, the calculation (C1 / C2) + C3 is entered as follows:

Col Typ	Col Amts	Selections or Column Headings	
C		C1	/
		C2	+
		C3	

The calculation C1 − (C2 / C3) is entered as follows:

Col Typ	Col Amts	Selections or Column Headings	
C		C2	/
		C3	*
		−1	+
		C1	

Some calculations might require more than one column to perform. For example, assume you want a column to contain the result of the calculation C1 / (C2 + C3). You could define column C4 as a non-printing column to contain the results of the calculation C2 + C3, and then define column C5 to contain the result of the calculation C1 / C4.

Use the S (sum) operand to add multiple, consecutive columns. For example, the calculation C1 + C2 + C3 + C4 can be entered as C1 S C4.

Columns that are used only to contain data or the results of a calculation for a later calculation can be defined as non-printing columns. To define a non-printing column, you enter NP in the Print Column field.

Recalculation Column Type Codes

You use the four recalculation type codes, C, CR, %, and %R to calculate a percentage of the data in a specified number of columns or rows. C codes derive totals down a specified column for the answer. CR codes derive totals across a specified row for the answer.

CR and %R codes function similarly. Likewise, C and % codes function similarly. The only difference is that % and %R codes can be used only for percentage calculations. C and CR codes can be used for any calculations.

Use the following recalculation column type codes for the following occasions:

CR and %R — Applies column calculations to every row (including row calculations). Totals accumulate across the page.

C and % — Applies row calculations to calculated column amounts. Totals accumulate down the page.

The following illustrates the result of a calculation when you use recalculation column type codes. If you use C for specified report information you receive the following result.

```
83500                          J.D. Edwards & Company                        2
STUDENTXX                    Percentage Variance Column             02/19/98
001                              Column Type 'C'                    13:55:18
                            Column 2 / Column 1 x 100


                                          Budget          %
                            Budget       Variance      Variance
Sales
    Widget Sales (Class 1)   156,000      20,000         12.8
    Widget Sales (Class 2)    44,000       5,000         11.4

Sales                        200,000      25,000         24.2
```

$$12.8 + 11.4 = 24.2$$

If you use CR for the same report information you receive the following result.

```
83500                          J.D. Edwards & Company                        2
STUDENTXX                    Percentage Variance Column             02/19/98
001                              Column Type 'CR'                   13:55:18
                            Column 2 / Column 1 x 100


                                          Budget          %
                            Budget       Variance      Variance
Sales
    Widget Sales (Class 1)   156,000      20,000         12.8
    Widget Sales (Class 2)    44,000       5,000         11.4

Sales                        200,000      25,000         12.5
```

$$\frac{25,000}{200,000} * 100 = 12.5$$

▶   **To define the columns**

After you complete the information on General Specifications and press Enter, Column Report Illustration appears.

On Column Report Illustration

```
GUI/400 RTS Pro                                                    _ □ ×
File   Edit   Help

   830413                                  Column Report Illustration


   Illustration of Detail


   Window To. .  ▮ 1

   *...+...10....+...20....+...30....+...40....+...50....+...60....+...70....+...80....+...90....+..100.
   83041                J.D. Edwards & Company                        1
   GENERAL                   FASTR Date Headings             07/10/96
   0001                                                      15:37:33
                         As of June 30, 1998

                                              Actual     Budget
                            Description       Amounts    Amounts    Variance
                      -------------------------------------- --------- --------- ---------

                      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 9,999,999- 9,999,999- 9,999,999-




                         F3=Exit   F9=Col Specs   F12=Previous   F19=Window Left   F20=Window Right
```

1. Choose the Column Maintenance function to access Column Specifications.

```
[83040] - Column Specifications                                   _ □ ×
Functions   Tools   Help

                                             Form ID          GENERAL
   Illustration of Detail                    Version          0001


       Skip to Col No          00▮

   ┌────┬─────────────────┬───┬───┬──┬───┬────┬────────────────────────┐
   │Col │ Column Headings │Col│Prt│LT│Col│ Col│     Selections or       │
   │Nbr │  Upper   Lower  │Siz│Col│  │Typ│Amnts│     Calculations        │
   │    │           Descri│40 │01 │  │   │    │                         │
   │01  │ Actual   Amounts│10 │02 │AA│AR │ AB │5000          9999       │
   │02  │ Budget   Amounts│10 │03 │BA│AR │ AB │5000          9999       │
   │03  │ Variance        │10 │04 │AA│C  │    │C02           -          │
   │04  │                 │10 │05 │  │   │    │                         │
   │05  │                 │10 │06 │  │   │    │                         │
   │06  │                 │10 │07 │  │   │    │                         │
   │07  │                 │10 │08 │  │   │    │                         │
   │08  │                 │10 │09 │  │   │    │                         │
   │09  │                 │10 │10 │  │   │    │                         │
   │10  │                 │10 │11 │  │   │    │                         │
   │11  │                 │10 │12 │  │   │    │                         │
   └────┴─────────────────┴───┴───┴──┴───┴────┴────────────────────────┘


   ✔   ✖                                                              ⬆

        F4=Display Additional Sel/Calc  F5=Redisplay              MW   ⬇
```

2. On Column Specifications, complete the following fields in the first line
    (the one with no column number) to define the description column:

    • Column Headings

    • Column Size

    • Print Column

    Do not press Enter.

3. To define the selection columns, complete the following fields as they apply to each column:

- Column Headings
- Column Size
- Print Column
- Ledger Type
- Column Type
- Column Amounts
- Selections or Calculations

Do not press Enter.

4. Choose Display Additional Selections/Calculations to access the fold area.

5. Complete the following field:

- Fiscal Year

Do not press Enter.

6. To define the calculation columns, complete the following fields:

- Column Headings
- Column Size
- Print Column
- Column Type
- Selections or Calculations

7. In addition, complete the following fields:

- Display Decimals
- Default Edit Code
- Total
- Currency Symbol

8. Choose Redisplay.

Field	Explanation
Column Heading 01	Variable column headings are used in management reporting. These headings are centered and stacked on each other. Four lines of column headings are available. Centering is controlled by the column size.
	The Description column heading can be between 1 and 60 characters and is a single–line heading. Centering is controlled by the column size.
	Use a keyword phrase delimited by a colon (:) to place a month (or ending date for 53 period reporting) in the heading. For example, :PA places the current month, based on the current financial reporting date, in the column heading. If the current month is 01, the heading is January. If the column size is fewer than nine characters, the heading is "Jan." :PA012 places December in the column heading, :PA+01 places February in the heading, and so on.
Col Siz	Designates the width of a column printed on a report. A column can be 1 to 30 characters. The default value is 10 characters. The description column can be between 1 and 60 characters. The default value is 40.
	. . . . *Form-specific information* . . . .
	When determining column sizes for your reports, you must include decimal points, commas, and negative signs. For example, −10,000,000 requires a column size of 11. If you define a column with fewer characters than are necessary to hold the data, the field on the report is filled with asterisks.
Prt Col	Defines the order in which the column will appear on the report. You can print up to 20 data columns on one report. Columns can be printed in any order, regardless of how they appear on the form. NP indicates that the worksheet amount will not print on the report. This field should not be confused with the Column Number field, which specifies the number of the column for calculation purposes, not the order in which it appears on the report.
Ledger Type	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
	. . . . *Form-specific information* . . . .
	The ledger type can identify currency amounts or units, actual or budget figures. For each report column, enter a specific ledger type or an asterisk (*) for all ledger types.

Field	Explanation
Col Type	The column type code (system 83/ type CT) specifies whether columns are selection (extracted data) or calculation columns.
	Calculation columns allow you to perform arithmetic operations using the contents of the columns (that is, column 1 plus column 2). Literal values can be used instead of specific column numbers (that is, column 1 divided by 6.25). In the detail area, you can set up string calculations (that is, C1 + C2 + C5 / C8 * 6.25).
	Selection columns can be set up to extract information from the general ledger. Selections can be made by company, reporting code, business unit, account range, or subledger and account range.
Column Amnts	The user defined code (system 83/ type CA) that determines the period which the extracted data covers. For example, this could be the current period (PA), the year-to-date through the current period (YC), or the prior period (PA-01).
	An entry in the Fiscal Year field in the fold area affects this field.
	This field is for selection columns only.
Selections or Calculations	There are 24 selection or calculation fields available for each column you define for your report. Whether these fields are used as selection or calculation criteria depends on the value in the Column Type field.
	For selection fields, specify individual selection values or ranges of values, such as accounts, depending on the column type. If you specify ranges, use the lefthand field for the beginning of the range and the righthand field for the end of the range.
	For calculation fields, use the lefthand columns for row numbers or numbers used in the calculation. Use the righthand column for the arithmetic operator used in the calculation. For example, assume you want Row Number 03 to contain the result of Row Number 01 minus Row Number 02. In the first calculation field for Row Number 03, type R01. In the second field, type – (minus sign). In the third field (under the first one), type R03.
	The arithmetic operators you can use are: • + (add) • – (subtract) • / (divide) • * (multiply)

Field	Explanation
Fiscal Year	Values are: • 00 through 99 to designate a specific fiscal year • blanks to designate the current fiscal year (financial reporting date) • * to designate all fiscal years • −9 through −1 to designate a previous fiscal year (relative to the financial reporting date) • +1 through +9 to designate a future fiscal year (relative to the financial reporting date)
Display Decimals	Specifies the number of decimals to be displayed for a column or row. The default value is based on the division factor (for cells with calculations) and default decimals (for cells with division calculations only) from the Override Default Information form.
Edit Code	Determines how data is printed or displayed. Depending on the code, you can change the appearance of the fields as follows (standard IBM edit codes): • Show commas – 1, 2, A, B, J, K, N, or O • Show decimal point – 1, 2, 3, 4, A, B, C, D, J, K, L, M, N, O, P, Q • Show sign for negative – A, B, C, D ("CR") or J through Q ("-") • Suppress leading zeros – 1 through 4, A through D, J through Q, Y and Z Refer to user defined codes (system 98/ type EC) for all valid codes, including additional J.D. Edwards edit codes.
Total (Y/N)	Controls total and subtotal breaks in the report. This field is ignored for row reports. . . . . *Form-specific information* . . . . For individual columns, you can override the default specified on Override Default Information.
Currency Symbol	Specifies whether to print the currency symbol on the left side of the numeric value.

What You Should Know About

Fiscal year	If you entered a current period on Override Default Information that differs from the fiscal year for the column on Column Specifications, incorrect data will appear in the column.
Defining special columns	You can define a blank column to add spaces between print columns. Use a column type code of BL and define the size of the column. To define a column of special characters, such as an * (asterisk), use a column type code of BL and enter the character to be repeated across the column as the first character in the Selections or Calculations field.
Assigning a currency symbol	When you assign the currency symbol, it prints next to every ledger entry.
Specifying the print order	You can specify the print order of columns independently of the column number.
Ledger types	J.D. Edwards supplies a number of predefined ledger types in the user defined code list 09/LT.
Column sizes	If a column is not large enough to print the entire number, the system prints a row of **** (asterisks) across the cell. It does not truncate the amounts.
Using C and CR	If you use C, totals accumulate down the page. If you use CR, totals accumulate across the page.

See Also

- *Creating FASTR-Generated Journal Entries (P83040)*

Overriding Defaults for a Column

You can override defaults for individual columns when you create, copy, or revise a version.

Defaults for the following fields are defined on Override Default Information and General Specifications:

- Display Decimals

- Edit Code
- Total

Totals can be useful in columns that show amounts. Totals might not be useful in the following types of columns:

- Columns that show percentages if the percentages are not intended to add up to 100%
- Columns that are defined to display only values above, below, or both above and below a certain value or percent

▶ **To override defaults for a column**

On Column Specifications
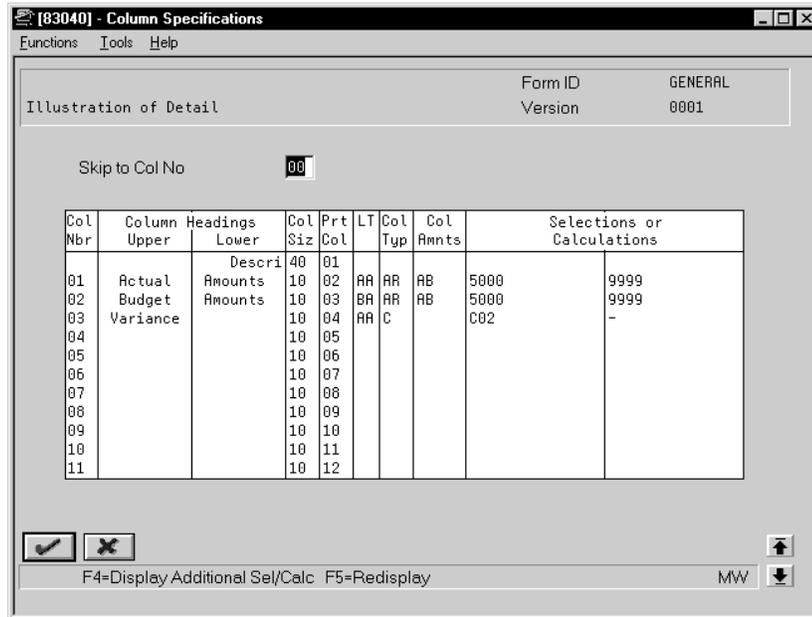
1. Choose Display Additional Selections/Calculations.
2. Locate the column that you want to define or revise.
3. Complete any of the following fields that apply to your report:
   - Display Decimals
   - Edit Code
   - Total
4. Choose Redisplay.

Field	Explanation
Display Decimals	Specifies the number of decimals to be displayed for a column or row. The default value is based on the division factor (for cells with calculations) and default decimals (for cells with division calculations only) from the Override Default Information form.
Edit Code	Determines how data is printed or displayed. Depending on the code, you can change the appearance of the fields as follows (standard IBM edit codes): • Show commas – 1, 2, A, B, J, K, N, or O • Show decimal point – 1, 2, 3, 4, A, B, C, D, J, K, L, M, N, O, P, Q • Show sign for negative – A, B, C, D ("CR") or J through Q ("-") • Suppress leading zeros – 1 through 4, A through D, J through Q, Y and Z Refer to user defined codes (system 98/ type EC) for all valid codes, including additional J.D. Edwards edit codes.
Total (Y/N)	Controls total and subtotal breaks in the report. This field is ignored for row reports. . . . . *Form-specific information* . . . . For individual columns, you can override the default specified on Override Default Information.

Arranging the Columns in a New Sequence

If you delete or add columns to a version or want to arrange columns in a new sequence on the report, you might also want to assign new column numbers to make the column specifications easier to read. When you assign new column numbers, the system revises calculations in calculation columns so that they contain the correct column numbers.

For example, assume column 4 of a version is the result of column 2 + column 3. When you revise the version, you want to delete column 1. To keep the column specifications easy to read, you also want to assign column numbers 1, 2, and 3 to the remaining columns. When you resequence columns, the system changes the calculation from column 2 + column 3 = column 4 to column 1 + column 2 = column 3.

▶ **To arrange the columns in a new sequence**

On Column Specifications

1. Press Enter to return to Column Report Illustration.

2. Access Resequence Columns.

```
[83044] - FASTR - Column Resequencing                    _ □ ✕
Functions   Tools   Help

        New      Old              Column Headings
    Col  Prt Col Prt
              01        01   Description
    01   02  01  02   Actual    Amounts
    02   03  02  03   Budget    Amounts
    03   04  03  04   Variance




    ✔    ✖                                            ⬆
           F3=Exit   F12=Previous                      ⬇
```
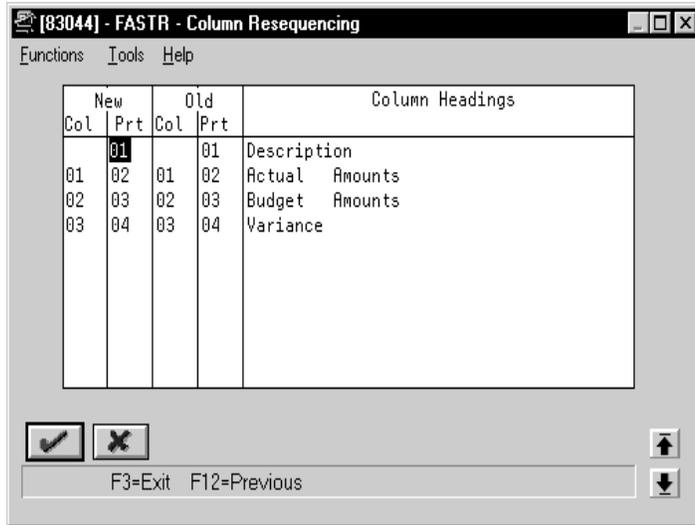
3. On FASTR - Column Resequencing, complete the following fields for each column you want to arrange in a new sequence on the report:

    *   New Column Number
    *   New Print Number

Field	Explanation
New Col	Allows a column number to be changed to a new column number.
New Prt	Allows the current value of the print column to be changed. The Description column cannot have a value of NP (nonprinting), but all other columns can have this value.

Reviewing the Report

You can review your FASTR report before you run it. You can review the layout of the report online and review specifications for individual columns. Complete the following tasks:

*   Review the report layout
*   Review single-column specifications

▶   **To review the report layout**

After you complete the information on Column Specifications and press Enter, Column Report Illustration appears with a representation of the layout of your report.

You review the column report illustrations and specifications to determine the following:

- Do the report titles adequately define the information that follows?
- Is the date correct?
- Is the date format correct?
- Do the column headings adequately define the information that follows?
- Are the columns in the correct order for printing?
- Does the column layout fit within the width of the report?
- Are the column widths adequate for the expected amounts?

    Verify that you have accounted for commas and decimal points. For example, if your report figures are multimillion dollar amounts, such as 219,000,000.00, your column width must be at least 14 spaces to accommodate for the 11 numerals, the two commas, and the decimal point.

On Column Report Illustration
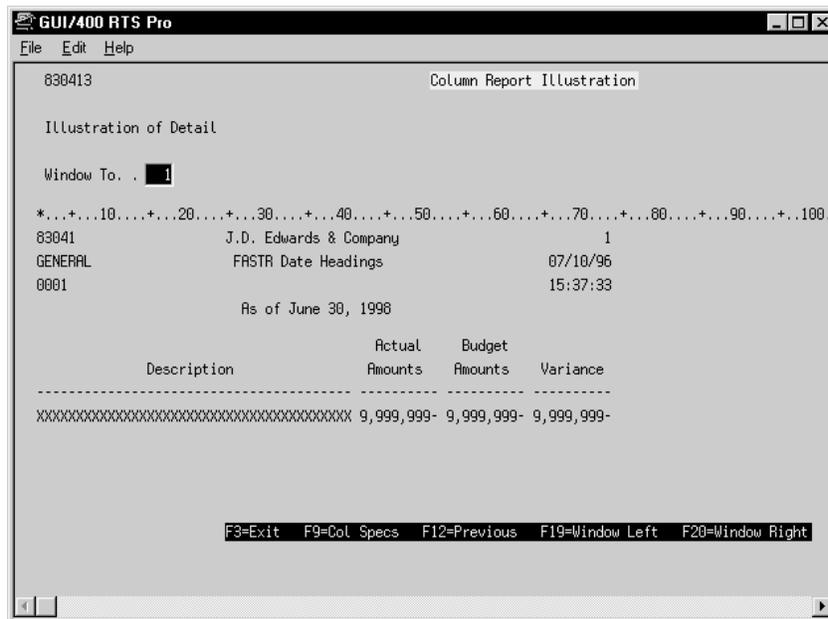
1. To view the right part of the report layout, choose Window Right.

2. To return to the original view, choose Window Left.

3. To move the report layout a specified number of positions to the right, complete the following field:

    - Window To

4. To return to the original view, enter 1 in the following field:

- Window To

Field	Explanation
Position	Designates the position of the left–most margin on the report.

▶ **To review single-column specifications**

You can review the specifications for an individual column. You can also:

- Change the specifications for the column if they are not correct
- Delete the column by removing the values from all the fields that define the column

On Column Report Illustration

1. Do one of the following:

   - In WorldSoftware, move the cursor to the column you want to review and choose Change/Delete/Add a Column.

   - In WorldVision, click the column that you want to review and choose Change/Delete/Add a Column.

     Alternatively, you can double-click on the column to access Single Column Specifications directly.

```
[83042] - Single Column Specifications                    _ □ ×
Functions   Tools   Help

                                        Form ID        GENERAL
       Illustration of Detail           Version        0001


 ┌────┬─────────────────┬───┬───┬──┬───┬────┬──────────────────┐
 │Col │  Column Headings│Col│Prt│LT│Col│ Col│   Selections or  │
 │Nbr │ Upper    Lower  │Siz│Col│  │Typ│Amnts│   Calculations   │
 │03    Variance         10  04  AA C      C02           -       │
 │                       Fiscal Year       C01                   │
 │Display Decimals    0  Edit Code                               │
 │Total (Y/N)         Y  Currency Symbol  N                      │
 │Journal Entry Creation                                        │
 │J.E. Units Column                                             │
 │J.E. Ledger Type                                              │
 │          Report Result     J.E. Offset                       │
 │J.E. Account                                                  │
 │J.E. Cost Center                                              │
 │J.E. Subledger                                                │
 │J.E. Subledger Type                                           │
 └────────────────────────────────────────────────────────────┘


  ✔   ✖                                                    ⬆
         F12=Previous  F10=Delete                      MW  ⬇
```

2. On Single Column Specifications, review the specifications for the column and make any changes.

3. Return to Column Report Illustration.

Processing the Version

Run the version to submit it for processing. Review the version to make sure that you submitted the correct version and that it has processed correctly. After the version is processed correctly, you can print it.

Complete the following tasks:

- Run the version
- Review the submitted version
- Print the report

▶ **To run the version**

On Column Report Illustration

1. Press Enter until you return to the versions list on Financial Statements.

2. On Financial Statements, choose Run for your version.

▶ **To review the submitted version**

On Financial Statements

1. Access the main menu.

2. On the command line, enter 33 to display the submitted jobs.
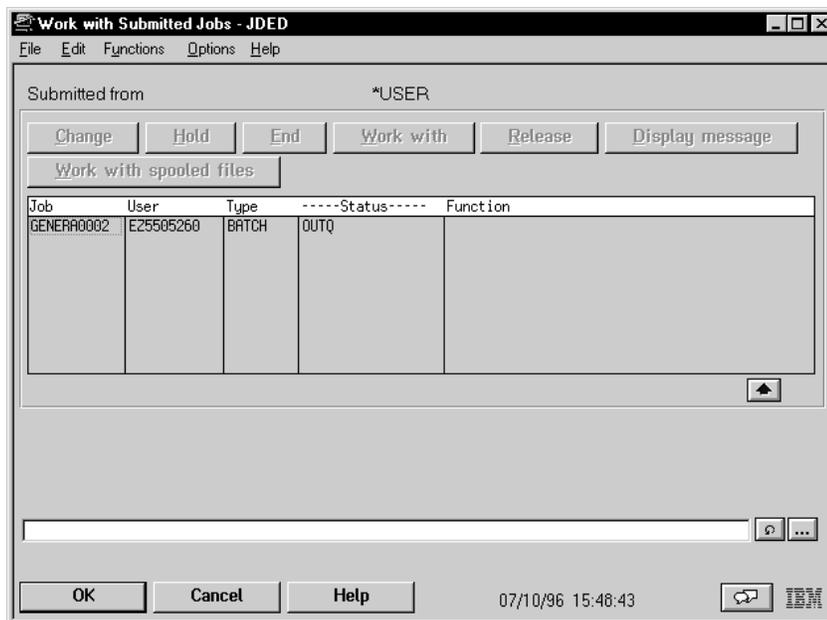
3. On Work with Submitted Jobs, review the following field for your job to determine whether the job has finished processing:

  • Status

  The last job to appear in the list is your job. From Work with Submitted Jobs, you can view the print file by entering the appropriate option.

4. Exit Work with Submitted Jobs.

5. On any menu, choose hidden selection 43 (Display User Print Queue).
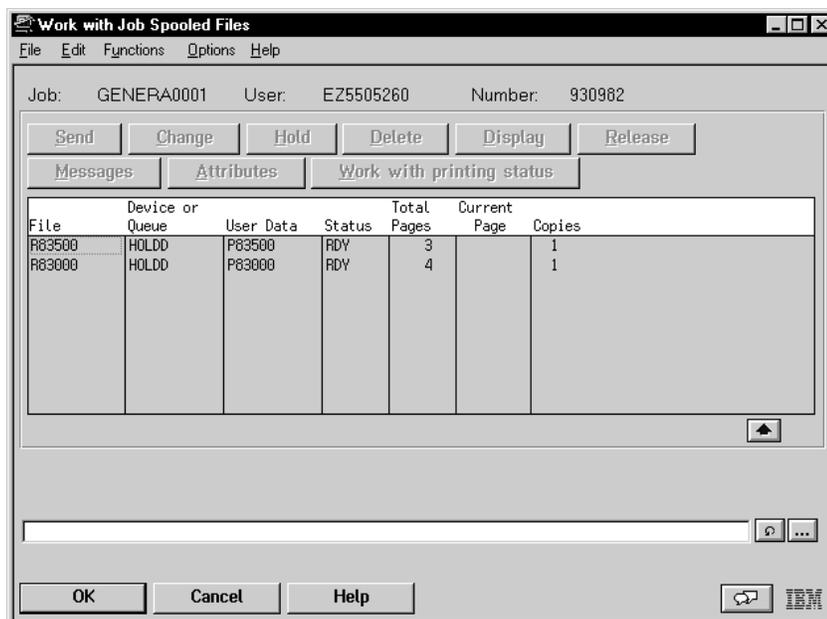
6. On Work with Job Spooled Files, do one of the following to access the displayed spool file:

- In WorldSoftware, choose the Display option for your job.

- In WorldVision, click on your job to highlight it, and then click Display.
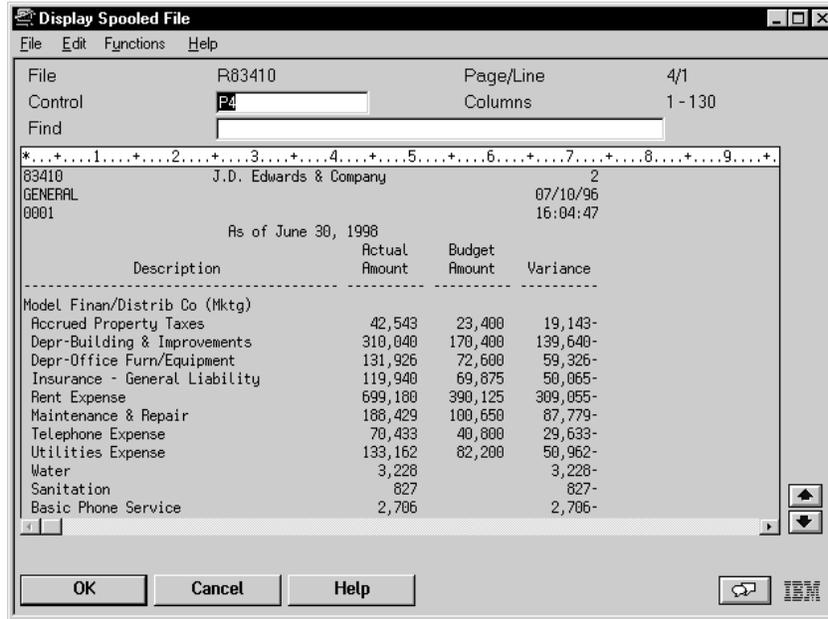
▶ **To print the report**

On Financial Statements

Follow your company's procedures for printing the report.

 Exercises

See the exercises for this chapter.

Copy a Version

From the FASTR menu (G83), choose *Financial Statements*.

Copying a Version

You copy an existing version to modify it. To minimize the amount of modifications, you should choose a version that is similar to the one that you want to create.

You can copy and revise any version that does not have User Exclusive security set up for medium-to-full or full security. In addition, you can copy and run any version that does not have full security. FASTR provides you with DEMO versions that you can copy and revise to suit your needs.

When you copy a version, you can choose the forms you need to work with to revise the version. As you complete each form, press Enter to proceed to the next form. If you need to return to the previous form, press F12. To return to the versions list on Financial Statements, press F3 at any time.

Copying a version consists of:

❑ Revising the identifying information

❑ Revising the default information

❑ Reviewing and running the report

See Also

- *Creating a Version (P83300)*

Revising the Identifying Information

When you copy a version, you must assign it a new version ID. In addition, you can revise the version title and optional report title.

▶ **To revise the identifying information**

On Financial Statements
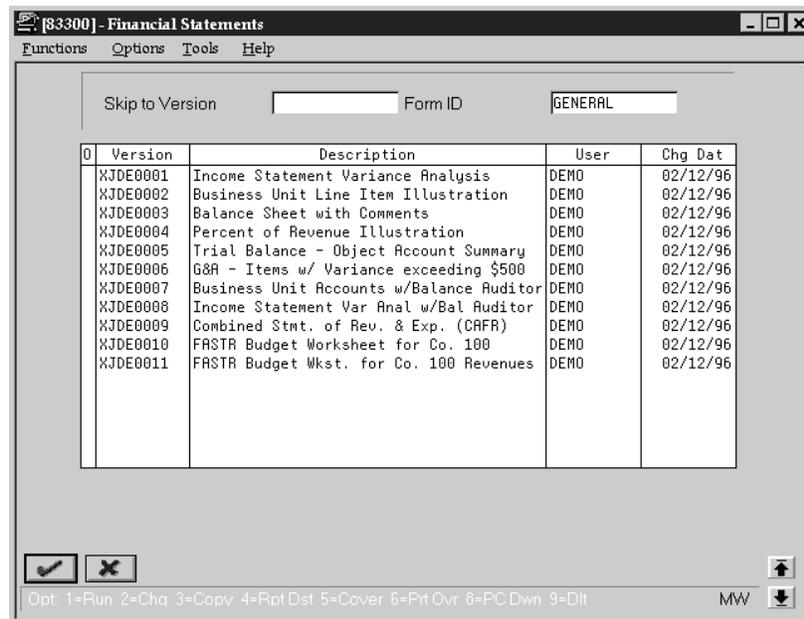
1. Choose Copy next to the version that you want to revise.

2. On Dream Writer Version Copy, complete the following field:

   • New Version
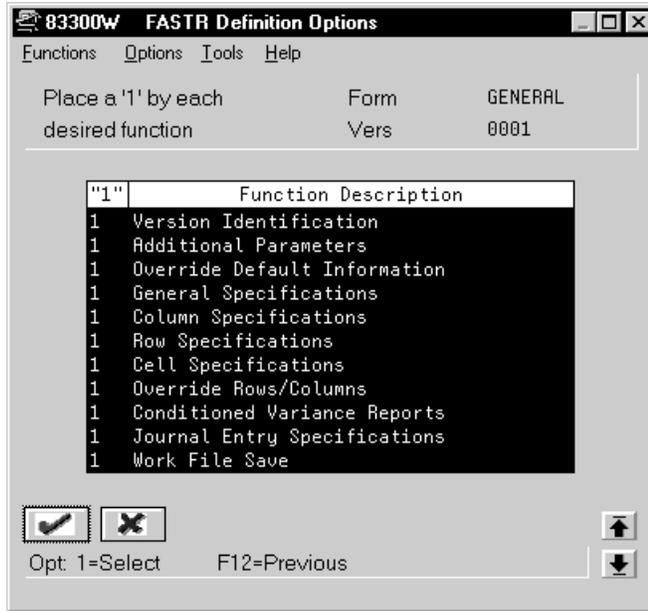
3. On FASTR Definition Options, delete the 1 next to any function you don't need to work with and press Enter to access Version Identification.

4. On Version Identification, complete the following fields:

- Version Title

- Optional Report Title

See Also

- *Entering the Identifying Information*

Revising the Default Information

After you revise the identifying information for the copied version, you can revise any of the default values.

You can revise the fields on any form as necessary.

▶ **To revise the default information**

On Financials Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Override Default Information.

```
[83OPT1] - Override Default Information                                    _ □ ×
Functions  Tools  Help

                                               Form ID       GENERAL
          practice set 01                      Version       0001


                                 Allowed Values        Default

     Form Width          □       1=132, 2=198          1
     Current Period      □   □   Enter Date            Cur F/R Date
     Division Factor     □       0=pennies, 1, 10, etc 1 (dollars)
     Reverse Sign        □       Y, N, or A            N
     Print Row When "0"  □       Y, N, A, or 3-9       Y
     Print Descr W/Keys  □       Y, S, or N            N
     Date Title          □       B=B/S, P=P&L, S=Single blank (none)
     Print Pgm ID/Page   □       Y or N                Y
     Default Edit Code   □       See Table             None
     Default Decimals    □                             0
     Prt Alpha Name Only ■       Y or N                blank
     Prt. Seq. in Heading □      Y or N                blank



     ✔   ✖                                                        ⬆
          Enter=Update    F3=Exit                            MW   ⬇
```

3. On Override Default Information, revise the following fields as necessary:

- Form Width
- Current Period
- Division Factor
- Reverse Sign
- Print Row When 0
- Print Description with Keys
- Date Title
- Print Program ID/Page
- Default Edit Code
- Default Decimals
- Print Alpha Name Only
- Print Sequence in Heading

Reviewing and Running the Report

You review and run a copied version in the same way as you review and run a created version.

See Also

- *Creating a Version*

What You Should Know About

Hidden information   You should review all forms and fold areas to verify that no information exists that you do not want to copy.

Exercises

See the exercises for this chapter.

Enter Totals

Entering Totals

You enter totals so that the system reports on specific information. Entering totals consists of:

❑ Entering interim subtotals

❑ Entering level of detail totals

Entering Interim Subtotals

From the FASTR menu (G83), depending on the task, choose one of the following:

- *The command line*
- *Financial Statements*

You enter interim subtotals to create column reports for items such as:

- Gross margins
- Profits before tax

You can do this without specifying rows.

Before you enter subtotals, you must verify that your automatic accounting instructions are in the correct location on your report. FASTR uses several AAIs, that is, items where you assign totals in your report. These items are identified as FR for the FASTR program. FR AAIs appear in your report as FRxx, in which xx stands for any two-letter combination. You use the FR AAIs anywhere in your chart of accounts that you want a total to be calculated and where you want a subsequent title for that calculation.

You can enter up to 20 interim subtotals. You can use *BEFORE and *AFTER wildcards to specify a line of characters to print before or after the total line.

Complete the following tasks:

- View automatic accounting instructions

- Enter subtotals

▶ **To view automatic accounting instructions**

On the command line

1. Enter AAI to access Automatic Accounting Instructions.

```
[00121] - Automatic Acctg Instructions                              _ □ ×
Functions   Options  Tools  Help

                   Skip to Sequence Number          83

O  Sequence                               Company              Item
P  Number                                 Bus. Unit   Object   Sub
     83.000  Special FASTR Interim Totals                      FR
             -----------------------------
             Illustrative totals are shown
             below.

     83.010  Set up "FR" AAIs only for                         FRA
             Company 00000.  Do not
             enter an object account which
             will have G/L transactions
             posted to it.

     83.020     Gross Margin                                   FR04
                                                  8000
             *BEFORE(-)    Overline
             *AFTER(=)     Underline


  ✔   ✘                                                          ⬆

Opt: 1=AAI Rev  F5=Acct Struct by BU  F15=AAI Rev  F21=Print F24=More Keys  ⬇
```

2. On Automatic Accounting Instructions, enter 83 in the following field:
   - Skip to Sequence Number

Field	Explanation
Skip to Sequence Number	A field that controls the sequencing of information on the form.

▶ **To enter subtotals**

On Financial Statements

1. Access FASTR Definition Options.
2. On FASTR Definition Options, select Override Default Information.
3. Access the second form.

```
[83OPT1] - Override Default Information                                    _ □ ×
Functions   Tools   Help

                                             Form ID         GENERAL
      Income Statement Variance Analysis     Version         0001


                               Allowed Values        Default

Account LOD Range    □ to □    3 to 9, blank=not used    blank
CC Level Of Detail   □         1 to 9, blank=not used    blank
Subledger Descr      □         F=Full, blank=Single Line blank
Omit Cutback A/C's   □         Y or N                    N
Job Cost Headings    □         Y or N                    N
PC Download File     □         Y N or A                  N
Member Name          [      ]  Valid IBM Object Name     blank
52 Period Acct       □         Y or N                    N
Include Zero Rec     □         Y or N                    N
AAI Subtotaling      □         Y or N                    N
Ending object        [     ]   Object Account            blank



 ✔    ✖                                                       ▲
      Enter=Update    F3=Exit                         MW      ▼
```

4. On Override Default Information, enter Y in the following field:

    • AAI Subtotaling

5. Complete the following field:

    • Ending Object

Field	Explanation
AAI Subtotaling	Includes automatic accounting instructions on the report. The Object field must be selected for sequencing if you use AAI subtotaling.
Ending object	Specifies the object account where AAI subtotaling ends. When running a balance sheet report, the value in this field must be greater than the last balance sheet account.

What You Should Know About

Entering column types   If you do not know which column type to use, use AR.

The subtotaling feature   The subtotaling feature adds all accounts up to, but not including, the object account number specified in the Object field.

Ending objects   If you do not specify an ending object when choosing AAI Subtotaling, the AAI interim totals (with account numbers above your selected report range) will still print.

Entering Level of Detail Totals

From the FASTR menu (G83), choose *Financial Statements*.

You can enter an account level of detail range to create a rollup report without specifying rows. You use AAI subtotaling to enter level of detail totals in FASTR reports.

▶   **To enter a level of detail total**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Override Default Information.

3. Access the second form.

```
[83OPT1] - Override Default Information                              _ □ ×
Functions   Tools   Help

                                            Form ID      GENERAL
      Income Statement Variance Analysis     Version      0001


                             Allowed Values         Default

  Account LOD Range    □ to □  3 to 9, blank=not used   blank
  CC Level Of Detail      □     1 to 9, blank=not used   blank
  Subledger Descr         □     F=Full, blank=Single Line blank
  Omit Cutback A/C's      □     Y or N                   N
  Job Cost Headings       □     Y or N                   N
  PC Download File        □     Y N or A                 N
  Member Name        [        ] Valid IBM Object Name    blank
  52 Period Acct          □     Y or N                   N
  Include Zero Rec        □     Y or N                   N
  AAI Subtotaling         □     Y or N                   N
  Ending object      [      ]   Object Account           blank




  ✔  ✖                                                     ⬆
      Enter=Update   F3=Exit                          MW   ⬇
```

4. On Override Default Information, complete the following fields:

   • Account Level of Detail Range

Field	Explanation
Account LOD Range	Determines the highest level of detail (lowest number) for object accounts on the Account Level of Detail report. This is valid for non-row reports only. To produce output in an Account Level of Detail report, the object must be selected as one of the sequence fields on General Specifications.

What You Should Know About

Level of detail entries   Your beginning level of detail entry must be equal to the first account accessed by the system and enter into the workfile. For example, if the account range 5000 – 5999 has a level of detail of 4, your beginning level of detail entry must also be 4.

Exercises

See the exercises for this chapter.

Version Revision

Objectives

- To revise an existing version

About Version Revision

In addition to creating versions and copying versions, you can revise versions that you created and versions that have no security. Revising a version does not create a new version.

Revise a Version

From the FASTR menu (G83), choose *Financial Statements*.

Revising a Version

You can revise any version that does not have User Exclusive security set up. In addition, you can revise any version that you created. You cannot revise DEMO versions that FASTR provides. To use a DEMO version, you must copy it and revise the copy.

When you revise a version, you can choose the forms with which you need to work.

▶ **To revise a version**

On Financial Statements

```
[83300] - Financial Statements                              _ □ ✕
Functions   Options   Tools   Help

    Skip to Version  [            ]  Form ID    [GENERAL   ]

  O  Version         Description              User    Chg Dat
     XJDE0001  Income Statement Variance Analysis      DEMO   02/12/96
     XJDE0002  Business Unit Line Item Illustration    DEMO   02/12/96
     XJDE0003  Balance Sheet with Comments             DEMO   02/12/96
     XJDE0004  Percent of Revenue Illustration         DEMO   02/12/96
     XJDE0005  Trial Balance - Object Account Summary  DEMO   02/12/96
     XJDE0006  G&A - Items w/ Variance exceeding $500  DEMO   02/12/96
     XJDE0007  Business Unit Accounts w/Balance Auditor DEMO  02/12/96
     XJDE0008  Income Statement Var Anal w/Bal Auditor DEMO   02/12/96
     XJDE0009  Combined Stmt. of Rev. & Exp. (CAFR)    DEMO   02/12/96
     XJDE0010  FASTR Budget Worksheet for Co. 100      DEMO   02/12/96
     XJDE0011  FASTR Budget Wkst. for Co. 100 Revenues DEMO   02/12/96




  ✔  ✖                                                    ⬆
  Opt: 1=Run 2=Chg 3=Copy 4=Rpt Dst 5=Cover 6=Prt Ovr 8=PC Dwn 9=Dlt   MW  ⬇
```

1. Choose Change next to the version that you want to revise to access FASTR Definition Options.

```
83300W   FASTR Definition Options                    _ □ X
Functions   Options   Tools   Help

    Place a '1' by each            Form        GENERAL
    desired function               Vers        0001


     "1"              Function Description
     1    Version Identification
     1    Additional Parameters
     1    Override Default Information
     1    General Specifications
     1    Column Specifications
     1    Row Specifications
     1    Cell Specifications
     1    Override Rows/Columns
     1    Conditioned Variance Reports
     1    Journal Entry Specifications
     1    Work File Save


    ✔   ✖                                            ↑
   Opt: 1=Select      F12=Previous                   ↓
```

2. On FASTR Definition Options, choose the functions that you want to revise.

3. As FASTR displays the forms corresponding to the functions you chose, revise the information on each form to suit your needs.

4. Run the version to verify your report results so that your revisions are implemented correctly.

Defaults and Overrides

Objectives

- To understand defaults and overrides

About Defaults and Overrides

You use defaults and overrides to simplify the version creation process. You set up default values in fields that have a recurring entry. You set up override values to override the default values that you originally set up. For example, you might be working with a report in which you are displaying decimals for all report figures and then determine to remove the decimals for one example. You set up the display decimals as a default value and override the display decimals for the one instance that you do not want them displayed.

Set Up Defaults and Overrides

Setting Up Defaults and Overrides

You can define default values for several parameters on more than one form. The forms on which you can change these parameters include:

- Column Specifications
- Row Specifications
- Cell Specifications

Some of the parameters that you can change include:

- Ledger type
- Fiscal year
- Decimal places
- Debit/credit signs
- Totals

Some default values can be overridden within columns, rows, or cells. For example, you might display two decimals for the majority of the report figures in your version but choose not to show any decimals in the row of your report that shows actual units. In this instance, you override that row on the row form. Overrides occur in the same order as the forms on which you change them, for example, cell specifications can override row specifications, and row specifications can override column specifications.

About Debit/Credit Signs

You use debit/credit signs to display the figures on your version as positive or negative. Revenue figures are generally displayed as positive. Expenses are generally displayed as negative.

The following illustrates how you set up the default values on Override Default Information. You can override the default values in columns with the edit code. In rows, you can reverse the sign through the Reverse Sign Y/N field.

Override Defaults

| Reverse Sign P&L | ← | "Y" prints all debits as negative numbers and all credits as positive numbers |
| Default Edit Code | ← | Number format (commas, credit sign) For Example: <1,000> or 1,000CR |

Columns

| Edit Code | ← | If left blank, uses the edit code in Override Defaults. You can key a different edit code in each column |

Rows

| Reverse Sign Y/N | ← | You can reverse the sign for printing purposes on each row |

About Decimal Places

You use decimal places to display the level of accuracy in your report figures.

The following illustrates no decimals assigned to the values in the first three columns. In the last column, two decimals are assigned.

Example:

Actual	Budget	Variance	% Variance
150,000	120,000	30,000–	25.00%

The following illustrates how you set up your default values for Division Factor and Default Decimals on Override Default Information. On Column Specifications, you can override the values in each column in the Display Decimals field. On Row Specifications, you can override the values for each row. On Cell Specifications, you can use display decimals to override decimals on a cell-by-cell basis.

Override Default Info

Division Factor
Default Decimals
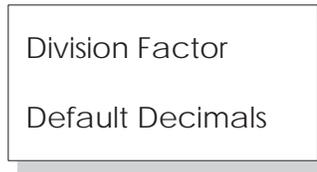
→ Determines rounding of currency amounts (In our example, amounts were rounded to whole dollars)

→ Determines number of decimals, for columns using
division calculations (Example: Percentages)

Column Specifications

Display Decimals (For each column)
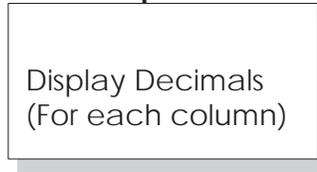
→ Defaults from Override Default Information

Can override the number of decimals on a column–
by–column basis

Row Specifications

Display Decimals
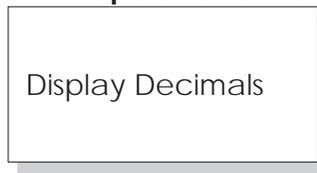
→ Can override for each row

Cell Specifications

Display Decimals
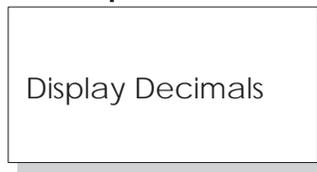
→ Can override for each cell

About Ledger Types

The following illustrates how you can set up fiscal years and ledger types in both column and row specifications. If you are defining ledger type by column, you must allow all ledger types in your rows. If you are defining fiscal year by row, you must allow for all fiscal years in your columns.

Fiscal Year	Result
98	Specific year =1998
(blank)	**Current Year**
–1	Prior Year (1997) (can go back to –9)
+1	Next Year (1999) (can go up to +9)
*	All Years (default in rows)

Ledger Types	Description
AA	Actual Amounts
AU	Actual Units
BA	Budget Amounts
*	All ledger types (default in rows)
x and x	Wildcard

About Wildcard Ledger Types

You use wildcard ledger types when you are combining several ledger types in a complex version.

The following illustrates how you can set up wildcard ledger types.

	Column 1 "Actual" LT + A*	Column 2 "Budget" LT + B*
Row 1 Amounts (LT + *A)	AA	BA
Row 2 Units (LT + *U)	AU	BU

Row Reports

Versions with Row Specifications

Objectives

- To create a version with row specifications
- To create a version with row specifications by business unit
- To create a version with row specifications by category code
- To create a version with percentage calculations

About Versions with Row Specifications

Versions with row specifications are column versions with additional parameters that you define. You create versions with row specifications when you have certain parameters that you cannot set up in a column only version, such as:

- Row underlines
- Blank lines
- A description not found in the chart of accounts
- Special row calculations

Unless you copy a version that already has rows, you must define rows individually or use the Row Duplication feature when you create a version with row specifications. Row specifications add detail to your version, but take longer for the system to process than a column only version. For this reason, you should specify rows on versions only if necessary.

Versions with row specifications consists of:

- ❏ Creating versions with row specifications
- ❏ Working with row specifications
- ❏ Creating row specifications by business unit
- ❏ Creating row specifications by category code
- ❏ Overriding specifications
- ❏ Setting up percentage calculations

Create Versions with Row Specifications

From the FASTR menu (G83), choose *Financial Statements*.

Creating Versions with Row Specifications

When you create a version with row specifications, you can include certain parameters that you cannot include in a column only version. These parameters let you:

- Underline rows

- Create spacing between rows

- Create blank or text-only rows

- Create an account range within a specific business unit, for example, the revenue accounts for the branches of a company

- Create special calculations for a row, for example, budget amount divided by budget units

- Define special text not found in the chart of accounts, for example, budget by units

When creating versions with row specifications, you can specify how figures appear on your version or override the defaults already defined in your version. For example, you can specify whether revenue figures are positive numbers and expense figures are negative numbers, or vice versa. In addition, you can specify the decimal place displayed for the amounts.

Creating a version with row specifications consists of:

❑ Creating rows automatically

❑ Creating rows manually

```
[83300] - Financial Statements                                    _ □ ✕
Functions   Options   Tools   Help

      Skip to Version      [            ]   Form ID      [GENERAL    ]

    O   Version  │        Description              │   User  │ Chg Dat
        XJDE0001 │Income Statement Variance Analysis│DEMO    │02/12/96
        XJDE0002 │Business Unit Line Item Illustration│DEMO  │02/12/96
        XJDE0003 │Balance Sheet with Comments       │DEMO    │02/12/96
        XJDE0004 │Percent of Revenue Illustration   │DEMO    │02/12/96
        XJDE0005 │Trial Balance - Object Account Summary│DEMO │02/12/96
        XJDE0006 │G&A - Items w/ Variance exceeding $500│DEMO │02/12/96
        XJDE0007 │Business Unit Accounts w/Balance Auditor│DEMO│02/12/96
        XJDE0008 │Income Statement Var Anal w/Bal Auditor│DEMO│02/12/96
        XJDE0009 │Combined Stmt. of Rev. & Exp. (CAFR)│DEMO  │02/12/96
        XJDE0010 │FASTR Budget Worksheet for Co. 100 │DEMO    │02/12/96
        XJDE0011 │FASTR Budget Wkst. for Co. 100 Revenues│DEMO│02/12/96


  [✓]  [✗]                                                        ⬆
  Opt: 1=Run 2=Chg 3=Copy 4=Rpt Dst 5=Cover 6=Prt Ovr 8=PC Dwn 9=Dlt   MW  ⬇
```

What You Should Know About

Creating rows   You can create up to 4000 rows on a version. The more rows that you create, the longer the processing time.

Creating Rows Automatically

You create rows automatically to save time. You cannot create rows automatically in all instances. When creating rows automatically, take into consideration:

- Row account duplication
- Dynamic row creation
- Totaling requirements
- Row maintenance
- Job cost requirements

Creating rows automatically consists of:

- Activating row account duplication
- Activating dynamic row creation

Row Account Duplication

With row account duplication, you specify which accounts you want to copy from your chart of accounts. Initially, you must specify the beginning and ending accounts on which you reporting.

After you specify the beginning and ending accounts, you can specify:

- Whether the level of detail for your version includes title accounts, such as assets, liabilities, revenues, and expenses, or more detailed information

- Whether you are reporting by account range or job cost sequence

- Whether you are reporting by actual amount, budget amount, unit amount, or any combination thereof

Dynamic Row Creation

If your company is continually adding new accounts, you can use dynamic row creation to update the information in your rows. When you create rows dynamically, the system automatically gathers new accounts and includes them in your totals. This process is faster than entering rows manually. The rows do not exist on the system. They are created when you process your version and are deleted by the system after they are used.

Totaling Requirements

To view a total or subtotal after every level of detail on your version, you set up totaling requirements. These requirements include assets, liabilities, revenues, and expenses. To do this, you set up Level of Detail Totaling so that the system creates a subtotal when the level of detail changes.

The following example illustrates the use of totaling requirements.

```
Revenues
    Widget Sales  – Class 1            449,000.00
    Widget Sales  – Class 2            127,000.00
        Revenue                        576,000.00

Direct Costs
    Widget Costs  – Class 1            293,000.00
    Widget Costs  – Class 2             86,000.00
        Direct Costs                   379,000.00
```

Row Maintenance

To update any changes made to your chart of accounts on a version, you set up row maintenance. You can do this by:

Setting up dynamic row creation   The system automatically changes your row specifications when you process the version. Your version reflects changes in the account structure when they occur.

Adding data to existing rows   You copy new rows manually to reflect the new account structure.

If the Add to Existing Rows function on Row Account Duplication is set to N, and rows already exist, all previously created rows are deleted from the system.

Job Cost Requirements

In job cost, you work with multiple ledger types. With multiple ledger types, you can simultaneously report on actual units, budget units, and actual amounts. To do so, you create job cost requirements so that you can use wildcard ledger types.

▶   **To activate row account duplication**

On Financial Statements

1.   Access FASTR Definition Options.

```
83300W   FASTR Definition Options                    _ □ ×
Functions  Options  Tools  Help

    Place a '1' by each          Form      GENERAL
    desired function             Vers      0001

        "1"           Function Description
         1   Version Identification
         1   Additional Parameters
         1   Override Default Information
         1   General Specifications
         1   Column Specifications
         1   Row Specifications
         1   Cell Specifications
         1   Override Rows/Columns
         1   Conditioned Variance Reports
         1   Journal Entry Specifications
         1   Work File Save

    ✔  ✖                                          ⬆
    Opt: 1=Select      F12=Previous                ⬇
```

2. On FASTR Definition Options, select Row Specifications, in addition to selecting the functions you use to create a column only version.

3. Complete each form until Row Specifications appears.

```
[83050] - Row Specifications (optional)               _ □ ×
Functions  Tools  Help

                                    Form ID      GENERAL
    Practice Set 3 - Row Specifications    Version      0002

        Skip to Row No      000.0

    Row        Row Heading       Prt LT Row   Account Ranges or
    Nbr                          Ind    Code    Calculations










    ✔  ✖                                                  ⬆
    F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count    MW  ⬇
```

4. On Row Specifications, choose Model Business Unit to access Row Account Duplication.

5. On Row Account Duplication, complete the following fields:

- Duplicate from Business Unit
- From Account
- Thru Account
- Account Level of Detail Totals
- Account Level of Detail
- Account Sequence
- Ledger Type
- Dynamic Row Creation
- Add to Existing Rows
- Job Cost Report Format
- Job Cost Report with Units

Field	Explanation
Duplicate from Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if a value is not entered in the AAI table.
	. . . . *Form-specific information* . . . .
	This is the business unit from which the chart of accounts is drawn for the row layout of the report. This is not used with dynamic row creation. The business unit from which the rows are created is determined by the business unit or company defined on General Specifications.
From Account	Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated.
	Use this field to limit your data extraction within the business unit. If you specify the object only, do not place a period after the object number unless you want to retrieve data from an account with a blank subsidiary.
	If you specify the object for an account number and then enter a period, for example, 5880., the system interprets this as object 5880 with a blank subsidiary.
Thru Account	Identifies the ending object account in a range of accounts. Only amounts posted to accounts in this range are allocated.
	If you specify the object for an account number and then enter a period, for example, 2190., the system interprets this as object 2190 with a blank subsidiary.
Create Account LOD Totals(Y/N)	Determines whether totals are generated at every break in the level of detail. Values are: Y Yes. This is the default value. N No.

Field	Explanation
Account Level of Detail(3–9)	The number used to indicate the level of summarization desired in FASTR. You can have up to nine levels of detail. Level 9 is the most detailed and level 1, the least detailed. For example: 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on. 5 Cash, Accounts Receivable, Inventories, Salaries, and so on. 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on. 7 Petty Cash – Dallas, Petty Cash – Houston, and so on. 8 More Detail 9 More Detail Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. The default value of 9 indicates the greatest level of detail.
Account Sequence(A or J)	The indicator for either account range sequence or job cost sequence. Values are: A Object.subsidiary J Subsidiary.object
Ledger Type	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. . . . . *Form-specific information* . . . . The system determines all ledger types based on the column or cell specifications that you defined.
Dynamic Row Creation(Y/N)	Creates row specifications at run time based on the Account Master table parameters. This eliminates the need to update row specifications whenever changes are made to the Account Master table. Values are: Y Yes, use dynamic row creation N No, do not use dynamic row creation . . . . *Form-specific information* . . . . No special totals can be entered when you use dynamic row creation.

Field	Explanation
Add to existing rows(Y/N)	Adds the account structure defined on Row Duplication to the bottom of the previously defined rows. This permits linking of different account structures. Values are: Y Add rows N Do not add rows . . . . *Form-specific information* . . . . If the Add to Existing Rows function on Account Duplication is set to N, and rows already exist, all previously created rows are deleted from the system.
Job Cost Report Format (Y/N)	Changes ledger type to *A in generated rows. This is useful when creating reports that compare actual to budgeted costs. Values are: Y Change ledger type N Do not change ledger type
Job Cost Report with Units (Y/N)	Determines whether to create rows for each account range with ledger type of *U. Values are: Y Create rows N Do not create rows Y is valid only if the Job Cost Report Format field is also set to Y.

▶ **To activate dynamic row creation**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications, in addition to selecting the functions you use to create a column only version.

3. Complete each form until Row Specifications appears.

4. On Row Specifications, choose Model Business Unit to access Row Account Duplication.

5. On Row Account Duplication, complete the following fields:

   - From Account
   - Thru Account
   - Account Level of Detail Totals
   - Account Level of Detail
   - Account Sequence
   - Ledger Type
   - Dynamic Row Creation
   - Add to Existing Rows

- Job Cost Report Format
- Job Cost Report with Units

Creating Rows Manually

You create rows manually if you have information that you cannot retrieve from the chart of accounts. For example, you create rows manually to set up long calculations or to retrieve accounts or account ranges that are non-sequential in the chart of accounts.

When creating rows manually, you define:

- Text rows, which describe the version figures
- Data rows, which consist of:
    - Selection rows, which define the account balances that you extract from the chart of accounts
    - Calculation rows, which define calculations based on row numbers, numeric values, and arithmetic operators

Text Rows

You define text rows to add headings to your version. For example, you might want a row called Assets to be a heading for assets and their accumulated depreciation.

Text rows are reserved for textual information only, although you use them to describe numerical information in data rows. For example, you might define a text row to create a heading for the information in data or calculation rows.

Data Rows

Data rows include numerical or textual information in a calculation. When defining data rows, you specify:

- Whether you are reporting by actual amount, budget amount, unit amount, or any combination thereof
- What kind of information is included in each row, such as text, account range, calculation, and so on
- The fiscal year for your row
- The selection and calculation data for the appropriate fields

Calculations for data rows are performed in the order entered. FASTR does not follow algebraic conventions. For example:

- (R001.0 / R002.0) + R003.0 is entered as R1 / R2 + R3.

5–13

- (R001.0 + R002.0) / R003.0 is entered as R1 + R2 / R3.

- R001.0 − (R002.0 / R003.0) is entered as R2 / R3 * −1 + R1.

Some calculations require two or more rows. For example:

- R004.0 = R002.0 + R003.0.

- R001.0 / (R002.0 + R003.0) is entered as R1 / R4.

Use the W (sum without interim calculations) operand to add multiple rows when you do not want to include any of the interim calculation rows in the new calculation. Unlike the S operand, you can use the W operand to include the calculation row in the calculation. For example, a calculation that consists of 10 rows including R010.0 can be entered as R001.0 W R010.0.

▶ **To create a row manually**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

3. On Row Specifications, complete the following fields:

    - Row Number

    - Row Heading

    - Print Indicator

    - Ledger Type

    - Row Code

    - Account Ranges or Calculations

4. For the row that you want to create, choose Inclusions to access the fold area for Row Specifications.

```
🖳 [83050] - Row Specifications (optional)                          _ □ ×
Functions   Tools   Help

                                             Form ID      GENERAL
        Practice Set 3 - Row Specifications   Version      0002

          Skip to Row No         000.0
         ┌─────┬──────────────────┬───┬──┬────┬────────────────────┐
         │Row  │   Row Heading    │Prt│LT│Row │  Account Ranges or  │
         │Nbr  │                  │Ind│  │Code│    Calculations     │
         │004.0    Revenues            U     C   R001.0         W   │
         │                    Bus.Unit/Cat Codes                   │
         │Reverse Sign (Y/N) N                   R004.0             │
         │Display Decimals   0                                     │
         │Fiscal Year        *                                     │
         │                                                         │
         │                                                         │
         │                                                         │
         │                                                         │
         │                                                         │
         │Text                                                     │
         └─────────────────────────────────────────────────────────┘
   ✔   ✖
  F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count    MW
```

5. On Row Specifications, complete the following fields:

- Reverse Sign
- Display Decimals
- Fiscal Year
- Text

Field	Explanation
Row Nbr	Identifies the row on your worksheet. Values are 000.1 through 400.0. Use the decimal function to insert new lines between existing lines.
	. . . . *Form-specific information* . . . .
	Unlike column numbers, a row number not only identifies the row, but also specifies its print sequence. Row numbers can be whole numbers (1, 10, 20) or even decimal numbers (1.5, 10.5, 20.5). J.D. Edwards recommends that you use whole numbers at first. This allows you to insert rows between already defined rows by using the decimals.
Row Heading	An explanation of the row that prints in the Description column. The column width for the description can be between 20 and 40 characters.
	. . . . *Form-specific information* . . . .
	Row headings can be up to 40 characters long. The first 29 characters appear on the inital form and the other 11 in the fold area.

Field	Explanation
Prt Ind	A code that controls the printing of rows in the financial report writer. Values are: Y — Yes, print the line with no spacing between lines. N — No, do not print the line (for example, hidden calculations) and do not space a line. P — Print the line, but create a page break first. U — Print the line, but insert a line of underlines first. = — Print the line, but insert a line of double underlines first. 1 – 9 — Print the line, but insert 1 through 9 blank lines first.
Ledger Type	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Row Code	Specifies which rows are text rows, calculation rows, category code ranges, and category code values. It also specifies row inclusions by subledger type, account ranges, and values.
Account Ranges or Calculations	There are 24 selection or calculation fields available for each column you define for your report. Whether these fields are used as selection or calculation criteria depends on the value in the Column Type field. For selection fields, specify individual selection values or ranges of values, such as accounts, depending on the column type. If you specify ranges, use the lefthand field for the beginning of the range and the righthand field for the end of the range. For calculation fields, use the lefthand columns for row numbers or numbers used in the calculation. Use the righthand column for the arithmetic operator used in the calculation. For example, assume you want Row Number 03 to contain the result of Row Number 01 minus Row Number 02. In the first calculation field for Row Number 03, type R01. In the second field, type – (minus sign). In the third field (under the first one), type R03. The arithmetic operators you can use are: • + (add) • – (subtract) • / (divide) • * (multiply)

Field	Explanation
Reverse Sign	This code is for printing purposes only. It determines whether signs for balances are globally reversed for profit and loss accounts. Valid codes are: Y Reverse the signs. Print credit balances (revenue accounts) as positive numbers and debit balances (expense accounts) as negative numbers. N Do not reverse the signs. This is the default.
Display Decimals	Specifies the number of decimals to be displayed for a column or row. The default value is based on the division factor (for cells with calculations) and default decimals (for cells with division calculations only) from the Override Default Information form.
Fiscal Year	Values are: • 00 through 99 to designate a specific fiscal year • blanks to designate the current fiscal year (financial reporting date) • * to designate all fiscal years • −9 through −1 to designate a previous fiscal year (relative to the financial reporting date) • +1 through +9 to designate a future fiscal year (relative to the financial reporting date)
Text	A 74–character text field that overrides the row header for a text row (row type T) only. This field can be used to insert longer explanatory notes into the reports. The text will print beyond the column width specified for the Description column.

What You Should Know About

Row specifications	If you copy a version, it might already include row specifications. You can use them or modify them according to your needs.
Performance considerations	Avoid creating row specifications when possible because versions with row specifications take substantially more processing time.
Missing data	If data is missing in a row of your version that should have data, verify the fiscal year or ledger type in the fold area for the row on the Row Specifications form.
Category codes, columns, amounts, and ranges	In the fold area, the two left columns are for business units or category codes. The two right columns are for account values, ranges, or calculations.

Arbitrary zero amounts   If a row of zeros should have a different amount, for example, 125,000,000, and the row specifications are defined correctly, verify that you did not exclude the ledger type on General Specifications or Column Specifications.

If the data for a row actually should be zero, the default edit code determines if zeros or blanks appear in that row.

Work with Row Specifications

From the FASTR menu (G83), choose *Financial Statements*.

Working with Row Specifications

After you create a report with row specifications, you might need to work with the individual row specifications to:

- Correct any errors made when creating rows
- Modify the layout of your report based on new reporting requirements

Row specifications can include header information, calculations, and ledger types.

Working with row specifications consists of:

- Inserting rows
- Copying row specifications
- Changing row specifications
- Renumbering rows
- Deleting row specifications
- Reviewing row specifications

What You Should Know About

Refreshing the form	Whenever you add, change, or delete row specifications, use the Refresh function to refresh the information on the form.

▶   To insert rows

You insert a row to add information between existing rows. For example, you
might have rows numbered 10, 20, and 30, with row specifications assigned to
each. You now need to include information between rows 20 and 30. You can
enter any number between 20 and 30, such as 25, in a blank row number field
and any row specifications applicable to row 25.

On Financial Statements

1.   Access FASTR Definition Options.

```
83300W   FASTR Definition Options              _ □ ✕

Functions   Options  Tools  Help

   Place a '1' by each          Form      GENERAL
   desired function             Vers      0001

   "1"          Function Description
   1    Version Identification
   1    Additional Parameters
   1    Override Default Information
   1    General Specifications
   1    Column Specifications
   1    Row Specifications
   1    Cell Specifications
   1    Override Rows/Columns
   1    Conditioned Variance Reports
   1    Journal Entry Specifications
   1    Work File Save

   ✔   ✖                                       ⬆
   Opt: 1=Select     F12=Previous               ⬇
```

2.   On FASTR Definition Options, select Row Specifications.

3. On Row Specifications, move the cursor to a blank line and complete the following fields:

- Row Number
- Row Heading
- Print Indicator
- Ledger Type
- Row Code
- Account Ranges or Calculations

▶ To copy row specifications

You copy row specifications to duplicate information from an existing row to a new row. For example, you might have rows numbered 10, 20, and 30, with row specifications assigned to each. You decide to duplicate the information from row 30 in a new row. You can do this by entering a new number over the number 30. The number you choose determines where the new row appears on the report. For example, if you enter 15, it appears between rows 10 and 20.

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

3. On Row Specifications, complete the following field:

- Row Number

Field	Explanation
Row Nbr	Identifies the row on your worksheet. Values are 000.1 through 400.0. Use the decimal function to insert new lines between existing lines.
	. . . . *Form-specific information* . . . .
	Unlike column numbers, a row number not only identifies the row, but also specifies its print sequence. Row numbers can be whole numbers (1, 10, 20) or even decimal numbers (1.5, 10.5, 20.5). J.D. Edwards recommends that you use whole numbers at first. This allows you to insert rows between already defined rows by using the decimals.

What You Should Know About

Copying row specifications   You can also use the Resequence and Insert Line function to copy and resequence your rows. This function key is cursor sensitive. Place your cursor on the row that you want to copy and press the Resequence and Insert Line function. The new row is created and all rows are renumbered to whole numbers.

▶   **To change row specifications**

You change row specifications to add to or replace the information in a row. You can change any information except the row number. Changing the row number creates a new row.

On Financial Statements

1.   Access FASTR Definition Options.

2.   On FASTR Definition Options, select Row Specifications.

3.   On Row Specifications, type over any fields that you want to change.

▶   **To renumber rows**

After inserting rows into your version, you might not have space to insert new rows, for example, you might have an entry at 1.1, 1.2, 1.3, 1.4, and so on. Resequence your rows to renumber them to the nearest whole number. This provides the space that you need to insert new rows.

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

3. On Row Specifications, press the Resequence Only function next to the following field:

   - Row Number

▶ **To delete row specifications**

You delete row specifications to remove a row of information.

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

3. On Row Specifications, remove the row number of the rows that you want to delete.

▶ **To review row specifications**

You review row specifications to verify the row information that you have set up and to avoid potential problems with the layout of your version.

As you review the row specifications, determine the following:

- Do the version titles adequately define your report?

- Is the date correct?

- Is the date title correct?

- Do the column headings adequately define your columns?

- Are the column widths adequate for the expected amounts?

- Are the columns in the correct order for printing?

- Are your row descriptions adequately defined?

- Does data appear in the appropriate rows?

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

3. On Row Specifications, press F13.

What You Should Know About

Reviewing your rows   Not all rows are displayed. Enough rows are displayed to show the format of your version.

 Exercises

See the exercises for this chapter.

Create Row Specifications by Business Unit

From the FASTR menu (G83), choose *Financial Statements*.

Creating Row Specifications by Business Unit

You create row specifications by business unit to report on a specific business unit or range of business units on a row-by-row basis.

Complete the following tasks:

❏ Create row specifications by business unit values

❏ Create row specifications by business unit ranges

Before You Begin

❏ Define text and data rows. See *Creating Rows Manually*.

Creating Row Specifications by Business Unit Values

You create row specifications by business unit values to specify a business unit and range of accounts for a row. For example, you might compare expenses and revenues for different departments in a company.

▶ **To create row specifications by business unit values**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

Do not complete the Account Ranges or Calculations field for the first row number. This is reserved for the heading. Completing this field can cause unpredictable results.

3. On Row Specifications, on the line for the appropriate row number, enter AR in the following field:

    *   Row Code

4. To access the Row Specifications fold area, choose Inclusions.

5. Enter one or more business unit values in the first column in the fold area of the following field:

   - Business Unit / Category Code

6. Complete the following field with your account ranges:

   - Account Ranges or Calculations

Field	Explanation
Row Code	Specifies which rows are text rows, calculation rows, category code ranges, and category code values. It also specifies row inclusions by subledger type, account ranges, and values.
Bus.Unit/Cat Codes	Selection criteria for a specific value or range of values that is used to select records for management reporting.

Account Ranges or Calculations	There are 24 selection or calculation fields available for each column you define for your report. Whether these fields are used as selection or calculation criteria depends on the value in the Column Type field.
	
	For selection fields, specify individual selection values or ranges of values, such as accounts, depending on the column type. If you specify ranges, use the lefthand field for the beginning of the range and the righthand field for the end of the range.
	
	For calculation fields, use the lefthand columns for row numbers or numbers used in the calculation. Use the righthand column for the arithmetic operator used in the calculation. For example, assume you want Row Number 03 to contain the result of Row Number 01 minus Row Number 02. In the first calculation field for Row Number 03, type R01. In the second field, type − (minus sign). In the third field (under the first one), type R03.
	
	The arithmetic operators you can use are:
	  • + (add)
	  • − (subtract)
	  • / (divide)
	  • * (multiply)

Creating Row Specifications by Business Unit Ranges

You create row specifications by business unit ranges to select ranges of departments, regions, branches, and so on, for a row. For example, you might compare the annual report figures from this year to last year.

▶ **To create row specifications by business unit ranges**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

```
┌─────────────────────────────────────────────────────────────────────┐
│ 🖳 [83050] - Row Specifications (optional)              _ □ ×  │
│ Functions   Tools   Help                                              │
│ ┌─────────────────────────────────────────────────────────────────┐ │
│ │                                        Form ID      GENERAL       │ │
│ │     Income Statement Variance Analysis     Version      0002      │ │
│ │                                                                   │ │
│ │      Skip to Row No        000,0                                  │ │
│ │     ┌─────┬────────────────┬───┬──┬─────┬─────────────────────┐  │ │
│ │     │Row  │   Row Heading  │Prt│LT│ Row │  Account Ranges or  │  │ │
│ │     │Nbr  │                │Ind│  │Code │    Calculations     │  │ │
│ │     │001.0 Branch Sales        Y   *A AR                        │ │ │
│ │     │                    Bus.Unit/Cat Codes                     │ │ │
│ │     │Reverse Sign (Y/N)        61 63        5000       5999     │ │ │
│ │     │Display Decimals   0                                       │ │ │
│ │     │Fiscal Year                                                │ │ │
│ │     │                                                           │ │ │
│ │     │                                                           │ │ │
│ │     │                                                           │ │ │
│ │     │                                                           │ │ │
│ │     │                                                           │ │ │
│ │     │Text                                                       │ │ │
│ │     └───────────────────────────────────────────────────────┘  │ │
│ │  ┌──┐ ┌──┐                                                  ⬆  │ │
│ │  │ ✓│ │ ✗│                                                     │ │
│ │  └──┘ └──┘                                                  ⬇  │ │
│ │ F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count │
│ └─────────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────────┘
```

Do not complete the Account Ranges or Calculations field for the first row number. This is reserved for the heading. Completing this field can cause unpredictable results.

3. On Row Specifications, on the line for the appropriate row number, enter AR in the following field:

   • Row Code

4. To access the Row Specifications fold area, choose Inclusions.

5. Enter a beginning and ending business unit value in the following field:

   • Business Unit

6. Complete the following field:

   • Account Ranges or Calculations

What You Should Know About

Specifying account values   When specifying account values, enter AV in the Row Code field.

Create Row Specifications by Category Code

From the FASTR menu (G83), choose *Financial Statements*.

Creating Row Specifications by Category Code

You create row specifications by category code to report on a category code value, range of values, or a combination thereof. For example, you have three regions identified as Central (C), Eastern (E), and Western (W). If you select category code values, you might specify C, E, and W. If you select a range of category code values, you might specify all branches between C and E. In addition, you might specify the account range 5000 through 5999 for the Central region.

When creating a row report, you can:

- Create row specifications by category code values
- Create row specifications by category code ranges
- Create row specifications by values and ranges

▶ **To create row specifications by category code values**

On Financial Statements

1. Access FASTR Definition Options.

```
☎ 83300W    FASTR Definition Options          _ □ ×
Functions  Options  Tools  Help

   Place a '1' by each        Form       GENERAL
   desired function           Vers       0001

      ┌────┬───────────────────────────────────────┐
      │"1" │         Function Description          │
      │ 1  │ Version Identification               │
      │ 1  │ Additional Parameters                │
      │ 1  │ Override Default Information          │
      │ 1  │ General Specifications               │
      │ 1  │ Column Specifications                │
      │ 1  │ Row Specifications                   │
      │ 1  │ Cell Specifications                  │
      │ 1  │ Override Rows/Columns                │
      │ 1  │ Conditioned Variance Reports         │
      │ 1  │ Journal Entry Specifications         │
      │ 1  │ Work File Save                       │
      └────┴───────────────────────────────────────┘

   ┌───┬───┐                                    ┌─┐
   │ ✔ │ ✘ │                                    │▲│
   └───┴───┘                                    └─┘
   Opt: 1=Select      F12=Previous              ┌─┐
                                                │▼│
                                                └─┘
```

2. On FASTR Definition Options, select Row Specifications.

```
☎ [83050] - Row Specifications (optional)                 _ □ ×
Functions  Tools  Help

                                  Form ID    GENERAL
   Example -- Rows Are Regions    Version    0003

      Skip to Row No        000.0
   ┌─────┬───────────────┬───┬──┬────┬─────────────────┐
   │ Row │  Row Heading  │Prt│LT│Row │ Account Ranges or│
   │ Nbr │               │Ind│  │Code│   Calculations  │
   ├─────┴───────────────┴───┴──┴────┴─────────────────┤
   │003.0  Central Region (Code C)  Y  * CV           │
   │                       Bus.Unit/Cat Codes          │
   │Reverse Sign (Y/N) N        02          C          │
   │Display Decimals   2                               │
   │Fiscal Year        *                               │
   │                                                    │
   │Text                                                │
   └────────────────────────────────────────────────────┘

   ┌───┬───┐                                          ┌─┐
   │ ✔ │ ✘ │                                          │▲│
   └───┴───┘                                          └─┘
   F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count   MW  ▼
```

```
[83050] - Row Specifications (optional)                              _ □ ×
Functions  Tools  Help

                                         Form ID         GENERAL
          Practice Set 3 - Row Specifications     Version         0002

          Skip to Row No        000.0
          Row |      Row Heading     |Prt|LT| Row |  Account Ranges or
          Nbr |                      |Ind|  |Code |    Calculations
          001.0 Central Region Sales     Y    AA CA
                               Bus.Unit/Cat Codes
          Reverse Sign (Y/N) N        02 C         5000         5999
          Display Decimals   0
          Fiscal Year        *




          Text

   ✔   ✖                                                        ▲
   F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count   MW  ▼
```

Do not complete the Account Ranges or Calculations field for the first row number. This is reserved for the heading. Completing this field can cause unpredictable results.

3. On Row Specifications, enter CV (business unit value) or RV (account master value) in the following field:

   - Row Code

4. To access the Row Specifications fold area, choose Inclusions.

```
[83050] - Row Specifications (optional)                              _ □ ×
Functions  Tools  Help

                                         Form ID         GENERAL
          Practice Set 3 - Row Specifications     Version         0002

          Skip to Row No        000.0
          Row |      Row Heading     |Prt|LT| Row |  Account Ranges or
          Nbr |                      |Ind|  |Code |    Calculations
          001    Eastern Region          Y    AA CV
                               Bus.Unit/Cat Codes
          Reverse Sign (Y/N)          02          E
          Display Decimals
          Fiscal Year        *




          Text

   ✔   ✖                                                        ▲
   F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count   MW  ▼
```

5. Enter category code numbers in the following field:

- • Business Unit / Category Code

6. Enter user-defined code values in the following field:

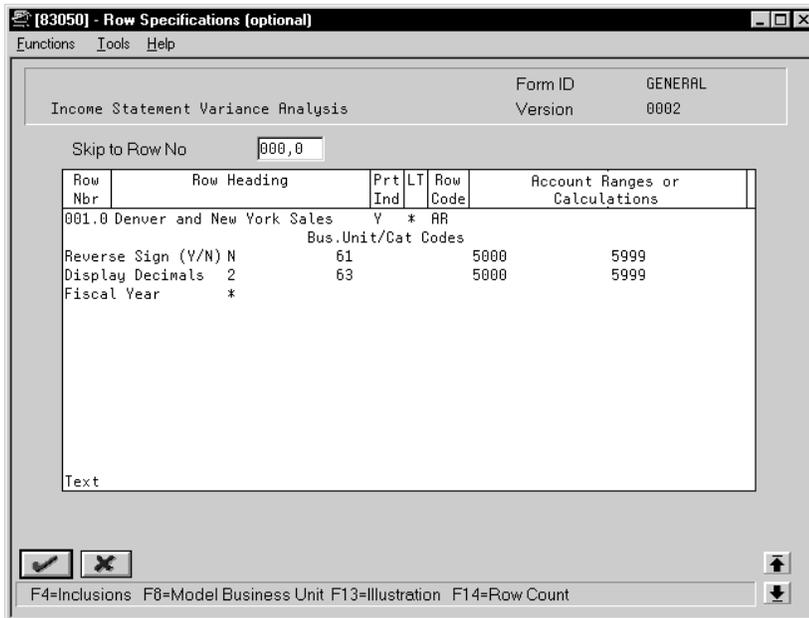- • Account Ranges or Calculations

▶ **To create row specifications by category code ranges**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

   Do not complete the Account Ranges or Calculations field for the first row number. This is reserved for the heading. Completing this field can cause unpredictable results.

3. On Row Specifications, enter CR (business unit range) or RR (account master range) in the following field:

   - • Row Code

4. To access the Row Specifications fold area, choose Inclusions.

```
[83050] - Row Specifications (optional)                    _ □ ×
Functions  Tools  Help

                                    Form ID      GENERAL
   Practice Set 3 - Row Specifications      Version      0002

   Skip to Row No        000.0
   Row          Row Heading        Prt LT Row        Account Ranges or
   Nbr                             Ind    Code           Calculations
   001.0 Eastern & Central Regions   Y   AA CR
                          Bus.Unit/Cat Codes
   Reverse Sign (Y/N) N         02            C              E
   Display Decimals   0
   Fiscal Year        *




   Text

   ✔  ✖
F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count   MW
```
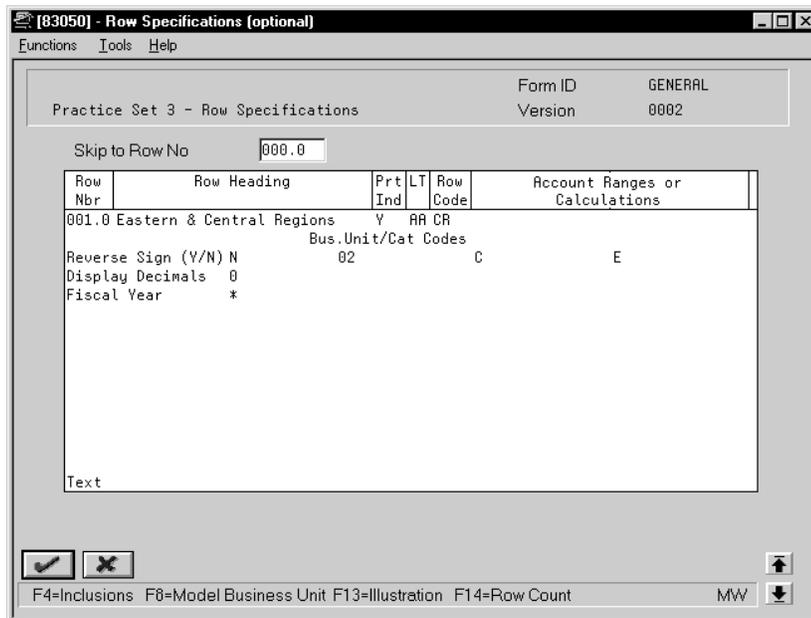
5. Enter category code numbers in the following field:

   - • Business Unit / Category Code

6. Enter beginning and ending range values in the following field:

   - • Account Ranges or Calculations

▶   **To create row specifications by values and ranges**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

   Do not complete the Account Ranges or Calculations field for the first row number. This is reserved for the heading. Completing this field can cause unpredictable results.

3. On Row Specifications, enter CA (business unit value/account range) or CJ (business unit value/job cost account range) in the following field:

   - Row Code

4. To access the Row Specifications fold area, choose Inclusions.

```
[83050] - Row Specifications (optional)                        _ □ ×
Functions   Tools   Help

                                       Form ID        GENERAL
      Example -- Rows Are Regions      Version        0004

      Skip to Row No        000.0
      Row │     Row Heading      │Prt│LT│Row │    Account Ranges or
      Nbr │                      │Ind│  │Code│       Calculations
      001.0 Central Region Sales        Y    AA CA
                              Bus.Unit/Cat Codes
      Reverse Sign (Y/N) N       02 C        5000         5999
      Display Decimals   0
      Fiscal Year        *




      Text

      ✔   ✖
      F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count    MW
```

5. Enter a category code number in the first column of the following field:

   - Business Unit / Category Code

6. Enter a category code value on the second line of the following field:

   - Business Unit / Category Code

7. Enter the beginning account range value on the first line of the following field and the ending account range value on the second line of the following field:

   - Account Ranges or Calculations

Override Specifications

On the FASTR menu (G83), choose *Financial Statements*.

Overriding Specifications

You can save time by using a model version to override the specifications in your version. When you use a model, the system replaces any combination of column, row, and cell specifications in the existing version with the specifications from the model. Because you can set up multiple versions that use a model, you can change all of the versions at the same time by changing the specifications in the model.

You can choose your override specifications for columns and rows from different model versions. The system accesses the model when you run your version.

The system stores the values for override rows/columns in the DREAM Writer Master Parameter table (F98301).

Overriding specifications consists of:

- Overriding column specifications
- Verifying column specifications
- Overriding row specifications
- Verifying row specifications
- Overriding cell specifications

Before You Begin

❑ Create a model version

What You Should Know About

The Override Columns/Rows feature	You cannot define columns or rows for a report that uses the Override Columns/Rows feature. If you attempt to do so, you receive a message that the override is activated.

Including cells in a new version   If you select row override specifications for your version and you have defined cell specifications in the model that you are accessing, decide whether you want these cells included in your version. If so, enter the appropriate value in the remaining field.

Overriding column or row specifications   If you choose to override column or row specifications, you acquire all specifications from the model version. You cannot choose just a portion of them.

▶   **To override column specifications**

To replace the column specifications in your version with the column specifications from a model version, you override column specifications.

On Financial Statements

1.   Access FASTR Definition Options.

```
83300W   FASTR Definition Options                    _ □ ×
Functions  Options  Tools  Help

   Place a '1' by each        Form      GENERAL
   desired function           Vers      0001

     "1"              Function Description
     1    Version Identification
     1    Additional Parameters
     1    Override Default Information
     1    General Specifications
     1    Column Specifications
     1    Row Specifications
     1    Cell Specifications
     1    Override Rows/Columns
     1    Conditioned Variance Reports
     1    Journal Entry Specifications
     1    Work File Save

   ✔   ✖                                         ⬆
   Opt: 1=Select      F12=Previous                ⬇
```

2.   On FASTR Definition Options, select Override Rows/Columns.

```
[83OPT2] - Override Rows/Columns                              _ □ ×
Functions  Tools  Help

                                    Form ID      GENERAL
        Percent of Revenue Illustration     Version      0005

            Note: The following will automatically use the Columns or Rows from
                  the Form and Version Specified.  If you complete these options,
                  the Column and/or Row specifications will not be presented for
                  this report.


                Column Override              Row Override
            Form Name    GENERAL      Form Name    [          ]
            Version No   XJDE0003     Version No   [          ]

                If Row Specifications overridden:
                    Override Cell Specifications          □


      ✓    ✗                                                   ▲
            Enter=Update    F3=Exit                      MW   ▼
```

3. On Override Rows/Columns, under Column Override, complete the following fields:

   - Form Name

   - Version Number

▶ **To verify column specifications**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Column Specifications.

3. On Column Report Illustration, choose Column Specifications.

```
┌──────────────────────────────────────────────────────────────────────┐
│ 🖳 [83040] - Column Specifications                          [_][□][X]   │
│ Functions   Tools   Help                                               │
│                                                                        │
│                                          Form ID        GENERAL        │
│         Percent of Revenue Illustration  Version        0005           │
│                                                                        │
│                                                                        │
│                                                                        │
│         ┌────┬───────────────┬───┬───┬──┬───┬─────┬──────────────────┐ │
│         │Col │ Column Headings│Col│Prt│LT│Col│ Col │   Selections or  │ │
│         │Nbr │ Upper   Lower  │Siz│Col│  │Typ│Amnts│   Calculations   │ │
│         └────┴───────────────┴───┴───┴──┴───┴─────┴──────────────────┘ │
│                                                                        │
│               Columns Overridden to Form:  GENERAL                     │
│                             Version:  XJDE0003                         │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│         ┌───┐ ┌───┐                                           ┌─┐      │
│         │ ✔ │ │ ✘ │                                           │▲│      │
│         └───┘ └───┘                                           └─┘      │
│         ┌──────────────────────────────────────────────────┐ ┌─┐      │
│         │  F4=Display Additional Sel/Calc  F5=Redisplay     │ │▼│      │
│         └──────────────────────────────────────────────────┘ └─┘      │
└──────────────────────────────────────────────────────────────────────┘
```

4. On Column Specifications, verify your column specifications.

▶ To override row specifications

To replace the row specifications in your version with the row specifications from a model version, you override row specifications.

On Financial Statements

1. Access FASTR Definition Options.
2. On FASTR Definition Options, select Override Rows/Columns.

```
[83OPT2] - Override Rows/Columns                                    [_][□][X]
Functions   Tools   Help

                                          Form ID      GENERAL
         Percent of Revenue Illustration  Version      0005

              Note: The following will automatically use the Columns or Rows from
                    the Form and Version Specified.  If you complete these options,
                    the Column and/or Row specifications will not be presented for
                    this report.


                    Column Override            Row Override
                Form Name    [          ]   Form Name    [GENERAL   ]
                Version No   [          ]   Version No   [XJDE0003  ]

                    If Row Specifications overridden:
                       Override Cell Specifications          [ ]



         [✔] [✘]                                                    [⬆]
              Enter=Update    F3=Exit                               [⬇]
```

3. On Override Rows/Columns, under Row Override, complete the following fields:

- Form Name

- Version Number

▶   **To verify row specifications**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Row Specifications.

```
[83050] - Row Specifications (optional)                              _ □ ×
Functions   Tools   Help

                                        Form ID      GENERAL
        Percent of Revenue Illustration    Version      0005

        Skip to Row No        000.0

   Row │    Row Heading     │Prt│LT│Row │  Account Ranges or
   Nbr │                    │Ind│  │Code│    Calculations
   001.0│ Revenues           │1  │  │T   │
   002.0│  Sales - Category A │Y  │* │AR  │5005.       5080.
   003.0│  Sales - Category B │Y  │* │AR  │5100.       5140.
   004.0│  Sales - Category C │Y  │* │AR  │5150.       5155.
   004.1│ Revenues           │2  │  │T   │
   005.0│   Revenues          │U  │  │C   │R001.0      W
   006.0│ Direct Costs       │2  │  │T   │
   007.0│  Cost Of Sales-Category A │Y  │* │AR  │6010.       6050.
   008.0│  Cost Of Sales-Category B │Y  │* │AR  │6100.       6210.
   008.2│  Sales - Category A │Y  │* │AR  │5005.       5005.
   009.0│  Cost Of Sales-Category C │Y  │* │AR  │6300.       6320.
   010.0│  Allocated Overhead │Y  │* │AR  │7900.       7990.
   011.0│   Direct Costs      │U  │  │C   │R006.0      W
   012.0│   Gross Margin      │U  │  │C   │R001.0      W
   012.3│  Sales - Category B │Y  │* │AR  │5100.       5100.

   ✓   ✗
   F4=Inclusions  F8=Model Business Unit  F13=Illustration  F14=Row Count
```

3. On Row Specifications, verify your row specifications.

▶ To override cell specifications

To replace the cell specifications in your version with the cell specifications from an existing version, you override cell specifications. You can borrow cells only from the model version for which you borrowed rows.
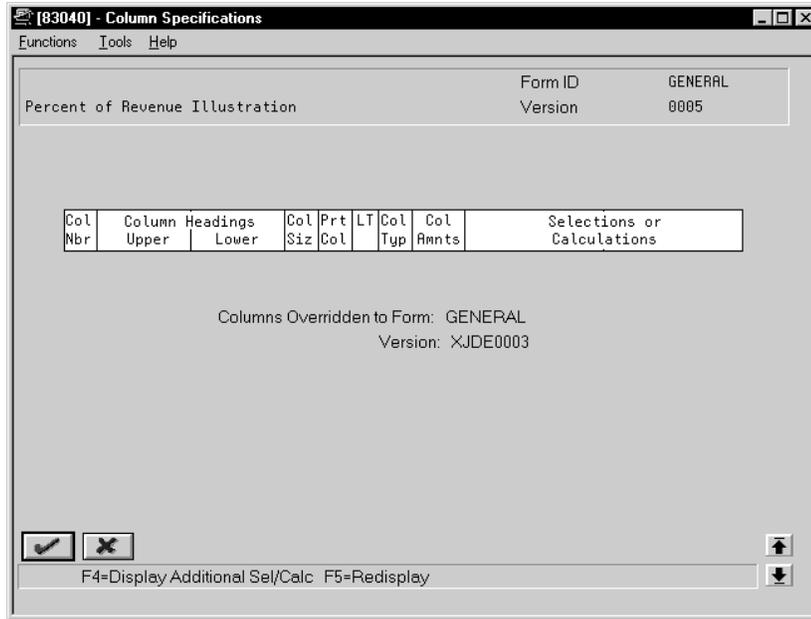
On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Override Rows/Columns.

3. On Override Rows/Columns, complete the following field:

   • Override Cell Specifications

Exercises

See the exercises for this chapter.

Set Up Percentage Calculations

Setting Up Percentage Calculations

You can designate the information in one column of your version as a percentage of the information in one row. For example, you can designate each row of an income statement as a percentage of total revenue.

You can use percentage calculations only in reports with row specifications. You can base percentage calculations on any account range balance, such as Total Costs, Net Income (Loss), or Percentage of Revenue. Examples of percentage calculations include:

- "Widget Sales – Class 1" is 77.95% of Total Revenue.
- "Net Income (Loss)" is 9.72% of Total Revenue.
- "Revenue" is 100.00% of Total Revenue.

When you create a percentage calculation, the system performs the following calculation:

(Numerator / Denominator) * 100

The numerator is equal to the amount in a column that you specify. The denominator is equal to the amount in the first row of your row specifications.

You can only perform one percentage calculation per version.

Setting up percentage calculations consists of:

- Setting up percentage calculations for columns
- Setting up percentage calculations for rows

See Also

- *Creating a Version (P83300)*

Setting Up Percentage Calculations for Columns

To set up percentage calculations for columns, follow these guidelines:

- Add a column for the percentage calculation
- Use a column type code of % or %R
- Enter the column number (numerator) upon which the percentage column is based
- Specify only one based-on column for each percentage column

Setting Up Percentage Calculations for Rows

To set up percentage calculations for rows, follow these guidelines:

- Add a row for the percentage account range
- Enter the row number in the first row
- Enter a row heading for nonprinting lines, if the first row is nonprinting
- Enter a ledger type that corresponds to the column
- Enter AR for the account range
- Enter the beginning and ending range of revenue accounts

Versions with Cell Specifications

Objectives

- To create a version with cell specifications

About Versions with Cell Specifications

You use cell specifications to set up calculations for a version on a cell-by-cell basis. These calculations override the column and row amounts on your version. You can use cells only if you have rows defined in your FASTR version.

A cell is the intersection of a row and a column. It is defined by the number of the row and column.

In the following example the cell that intersects row 1 and column 3 is defined as R1C3, or R001.0 C03, or 001.0 03, depending on the field.

Cells can be identified in either row:column or column:row sequence. For example, you can enter R1C1 or C1R1. The system changes this to R001.0:C01 or C01:R001.0.

You use the Recalculation field to determine whether cell calculations are performed:

- In sequence with other report calculations
- After all regular row and column calculations are complete

The system recalculates cells in the following sequence:

1. All columns from left to right
2. All rows from top to bottom
3. All cell values in which the Recalculation field is set to N
4. All columns and rows
5. All values in which the Recalculation field is set to Y

The following illustrates how cell recalculation operates.

		C02	C03
J.D. Edwards and Company			
Column 1 without cell calculations			
Column 2 with a cell calculation			
Column 3 with a recalculating cell calculation			
	C01	Recalc = N	Recalc = Y
		R3C2=	R3C3=
Description	Amounts	R3C1/1000	R3C1/1000
Row R001.0	576,000	576,000	576,000
Row R002.0	379,000–	379,000–	379,000–
Row R003.00 (=R1+R2)	197,000	197	197
Row R004.0	101,000–	101,000–	101,000–
Row R005.0	40,000–	40,000–	40,000–
Row R006.0 (=R3+R4+R5)	56,000	140,803–	56,000

Because Recalc=Y 197,000 is used in calculations

You cannot create cells using text rows. The row must be a calculation, an account range, or some other numeric value.

When you process a version with cell specifications, the system requires more resources than when processing a version with column specifications or with

column and row specifications. Because of this, you should create as many of your versions as possible using column or column and row specifications.

Cell specifications are stored in the FASTR Cell Specifications Master table (F8306).

Versions with cell specifications consists of:

❏ Creating versions with cell specifications

❏ Working with cell specifications

Create Versions with Cell Specifications

From the FASTR menu (G83), choose *Financial Statements*.

Creating Versions with Cell Specifications

You use cell specifications to define the values for individual cells within your version. With a cell, you can define a calculation without using an entire row or column. For example, you might define a percent calculation for a cell within a percent column.

You define each cell by row number and column number, for example, R2C2.

▶ **To create a version with cell specifications**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Cell Specifications, in addition to selecting the functions you use to create a version with row specifications.

3. Follow the steps for creating a version with row specifications.

   See *Creating Versions with Row Specifications.*

4. Complete each form until Cell Specifications appears.

```
[83060] - Cell Specifications (optional)
Functions  Tools  Help

                                          Form ID      GENERAL
    practice set 01                       Version      0001


        Skip To                 000.0   00

        Row  Col Dsp Rcalc              Cell Calculations
        Nbr  Nbr Dec (Y/N)








    F4=Display Additional Calculations    F5=Redisplay            MW
```
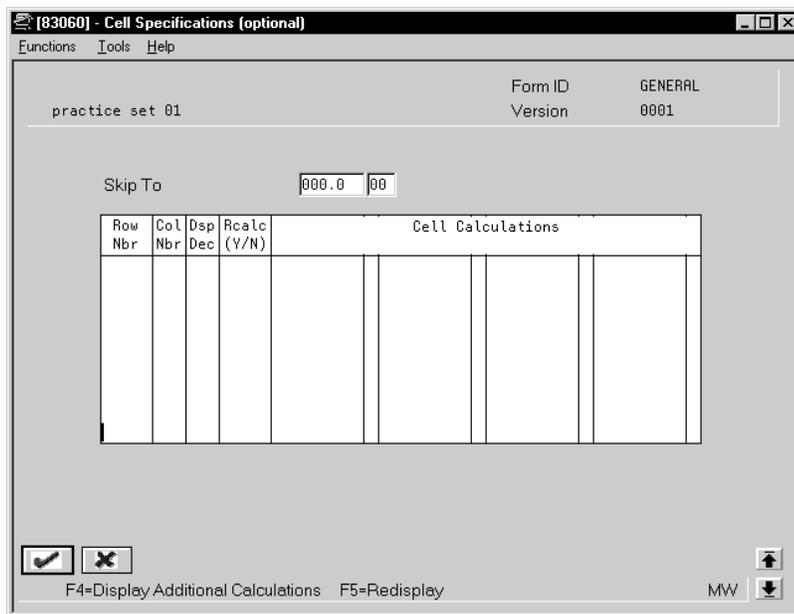
5. On Cell Specifications, complete the following fields:

    - Row Number

    - Column Number

    - Cell Calculations

6. Choose Display Additional Calculations to access the detail area on Cell Specifications.

7. Complete the following fields:

    - Ledger Type

    - Display Decimals

    - Recalculation

Field	Explanation
Cell Calculations	Identifies a fixed value to be used in a calculation. A cell is identified by the row and column number, for example, R10C2.
Ledger Type	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

Field	Explanation
Dsp Dec	Specifies the number of decimals to be displayed for a column or row. The default value is based on the division factor (for cells with calculations) and default decimals (for cells with division calculations only) from the Override Default Information form.
Rcalc (Y/N)	Determines if a cell calculation is done in conjunction with column and row calculations or after all column and row calculations have been completed. Values are: N Calculate with column and row calculations. Y Calculate after column and row calculations are complete.

What You Should Know About

Cell specifications	You cannot specify a cell for a calculation and then use that cell in the calculation itself. For example, R4C5 = R4C5/R3C6 is invalid.
Cell calculations	When an entire column is overridden with cell calculations, it does not matter how that column is defined in Column Specifications.
Recalculation options	If you are uncertain whether to choose Yes or No for recalculation, start with No. If No does not work, use Yes. Remember that if either choice works in a test environment, it will work on your version. Be consistent with your version. If you choose No, continue to use No for every submission of the version.

Work with Cell Specifications

From the FASTR menu (G83), choose *Financial Statements*.

Working with Cell Specifications

After you create a version, you might need to modify its cell specifications. For example, you might need to create a series of cell calculations that uses the same row number but a different column number. In this instance, you can copy and change your cell specifications. You can also delete a cell that no longer applies to your version.

Working with cell specifications consists of:

- Copying cell specifications
- Changing cell specifications
- Deleting cell specifications

▶ To copy cell specifications

You copy cell specifications to create new cells for your version using existing cells. To do this, you replace the existing cell number that you want to copy with a new cell number.

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Cell Specifications.

3. On Cell Specifications, complete the following fields:
   - Row Number
   - Column Number

▶ **To change cell specifications**

You change cell specifications to replace existing cell information with new information. You can change the information in any field. Remember that if you change the information in a column or row number, you are creating a new cell.

On Financial Statements

1. Access FASTR Definition Options.
2. On FASTR Definition Options, select Cell Specifications.
3. On Cell Specifications, change the information in any field except the column or row number.

▶ **To delete cell specifications**

You delete cell specifications to remove existing cell information.

On Financial Statements

1. Access FASTR Definition Options.
2. On FASTR Definition Options, select Cell Specifications.
3. On Cell Specifications, remove the column and row number information.

What You Should Know About

Renumbering rows   If you renumber rows, the system renumbers cells simultaneously.

Additional Features

Additional FASTR Features

Objectives

- To learn how to use the various FASTR processing option features

About Additional FASTR Features

After you create a version, you can use additional FASTR features to perform special tasks. For example, you can transfer a copy of a FASTR version to a program on your PC, such as a spreadsheet, so that you can customize the version.

Using additional FASTR features consists of:

❏ Working with audit trails

❏ Activating PC download

❏ Creating FASTR-generated journal entries

❏ Creating conditioned variance versions

❏ Working with organizational report structures

❏ Understanding special arithmetic operands

❏ Saving and managing a workfile

Work with Audit Trails

From the FASTR menu (G83), choose *Financial Statements*.

Working with Audit Trails

When you need to research questionable account balances for a version, you can create an audit trail. To do this, you must first activate the balance auditor. Because the balance auditor requires significant system resources, you should run a version with it activated only when necessary.

With the balance auditor activated, the system determines which records in the Account Balances table (F0902) were used to create the account balances on your version.

The balance auditor provides an audit trail for noncalculated amounts only. It does not provide an audit trail for amounts that are the result of column, row, or cell calculations.

The information on the audit trail might differ from the information in your account ledger. This is because the account ledger is dynamic. That is, when someone posts a transaction, it is reflected immediately. The audit trail, in contrast, is static. If someone posts a transaction after you create the audit trail, it is not reflected in the audit trail.

Working with audit trails consists of:

- Creating audit trails
- Reviewing audit trails

▶ **To create an audit trail**

You need to run your version with the balance auditor activated. The balance auditor saves a hard copy of the report and creates an audit trail.

On Financial Statements

1. Follow the steps for revising a version.

   See *Revising a Version.*

2. On FASTR Definition Options, select Override Default Information.

3. On Override Default Information, access the second page of information.

```
[83OPT1] - Override Default Information                              _ □ ✕
Functions   Tools   Help

                                              Form ID      GENERAL
     Income Statement Variance Analysis       Version      0001


                                 Allowed Values          Default
  Account LOD Range      ☐ to ☐  3 to 9, blank=not used  blank
  CC Level Of Detail     ☐       1 to 9, blank=not used  blank
  Subledger Descr        ☐       F=Full, blank=Single Line  blank
  Omit Cutback A/C's     ☐       Y or N                  N
  Job Cost Headings      ☐       Y or N                  N
  PC Download File       A       Y N or A                N
  Member Name            AUDITOR Valid IBM Object Name   blank
  52 Period Acct         ☐       Y or N                  N
  Include Zero Rec       ☐       Y or N                  N
  AAI Subtotaling        ☐       Y or N                  N
  Ending object                  Object Account          blank


  ✔  ✖                                                        ⬆
        Enter=Update    F3=Exit                          MW  ⬇
```

4. Type A in the following field:

   - PC Download File

5. Type a member name (or a value that begins with an alpha character) in the following field and press Enter:

   - Member Name

6. On FASTR Definition Options, press Enter.

7. On Financial Statements, choose Run next to the version to create the audit trail.

Field	Explanation
PC Download File	Determines whether data is retained for use after you generate a report. Values are: N Do not retain any data. Y Retain a print image to be used later by LOTUS or other PC–based products. A Retain data for both the PC Download and Balance Auditor functions. For performance reasons, use this value only when you need to use the balance auditor to audit an amount on a report.
Member Name	The IBM member name that is used to hold PC Download or balance auditor information in the worktables (F8308, F8309, and F8310). This name must follow the IBM object name rules. There cannot be any leading blanks, and the first character must be #,$,@ or A-Z. The remaining characters must be #,$,@, _, A-Z or 0-9.

▶ **To review an audit trail**

After creating an audit trail, you can review it.

On Financial Statements

1. Do one of the following:

    - In WorldVision, highlight the version that you want to audit and choose Display Balance Auditor Versions.

    - In WorldSoftware, press F8.
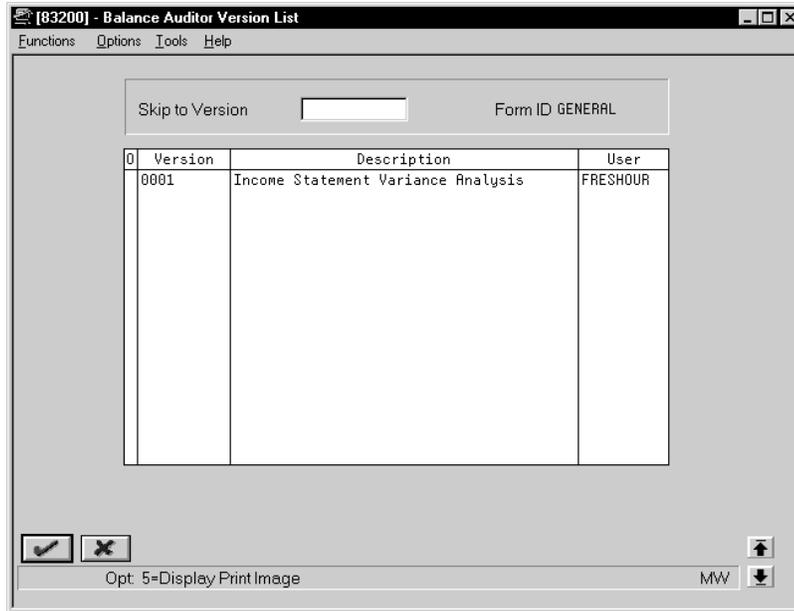
2. On Balance Auditor Version List, choose Display Print Image to see an online image of your version.
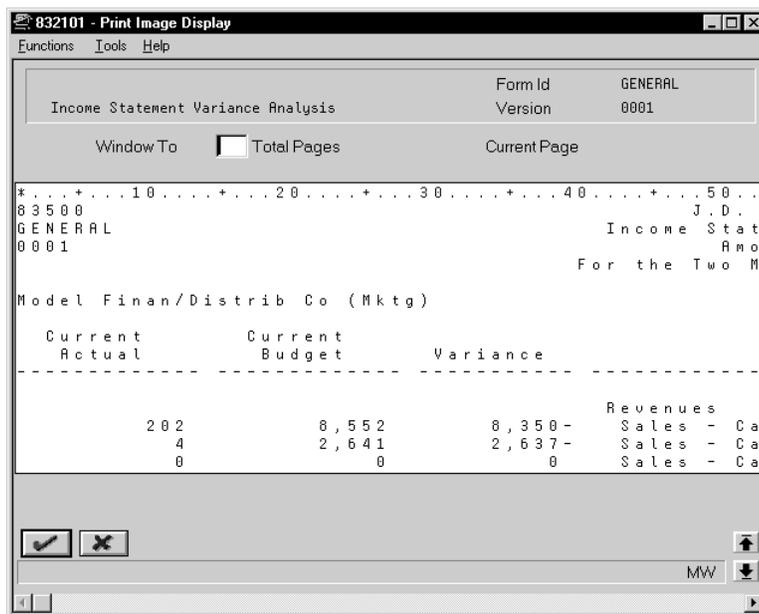
The system highlights amounts that are not the result of column, row, or cell calculations. These are the amounts on the audit trail.

3. To review the audit trail for an amount that is highlighted, do one of the following:

- In WorldSoftware, move the cursor to the amount and choose Balance Auditor.

- In WorldVision, click on the amount and choose Balance Auditor.

```
[83220] - Balance Audit Trail                                    _ □ ×
Functions   Options   Tools   Help

                                            Form ID      GENERAL
     Income Statement Variance Analysis     Version      0001

                            Amount From Report. .  4

     O  Cmp  BusinessUnit  Obj   Sub   LT FY Sub Ledg T   Account Balance
        00100         400 5110         AA 98                     1,510.15
        00100         210 5110         AA 98                       205.00
        00100         600 5110         AA 98                     2,500.15
             ** TOTAL ***                                        4,215.30




     Opt: 5=Account Ledger Inquiry                            MW
```

The Balance Audit Trail shows the records from the Account Balances table (F0902) that make up the amount you are reviewing.

4. To display the account ledger records that the system currently has in the account, choose Account Ledger Inquiry.

```
[09200] - Account Ledger Inquiry                                 _ □ ×
Functions   Options   Tools   Help

   Account              400.5110       From Date/Period   01/01/98
                        Store Sales    Thru Date/Period   06/30/98
   Skip to Doc/Type                    Ledger Type        AA
   Y-T-D Period End          635,200.62-   Subledger      *
   Cumul Period End         635,200.62-   Currency Code   *

   O DT Document   Date    Explanation      Debit       Credit     P
     RI     2021 01/31/98 Centrum Incorporat              78.00- P
     RI      837 01/31/98 Newark Office Supp            3,005.00- P
     RI      833 02/28/98 Dynamic Distributi           1,510.15- P
     JE     1808 05/31/98 May 1998 Actual Ba          518,695.71- P
     RI     2078 06/30/98 Centre Gift Store              480.00-
     RI     2037 06/30/98 Carriage Creations          5,000.00- P
     JE     1806 06/30/98 June 1998 Actuals          106,911.76- P
                                          ---------------- ----------------
                                                        635,680.62-

                          Ledger Total                 635,680.62-
                          Unposted Total                  480.00-



   Opt: 1/2=Orig Entry 5=Details F21=Prt Ledg F17=Top F18=Totals F24=More   MW
```

5. On Account Ledger Inquiry, choose Original Entry to review the original entry for a record.
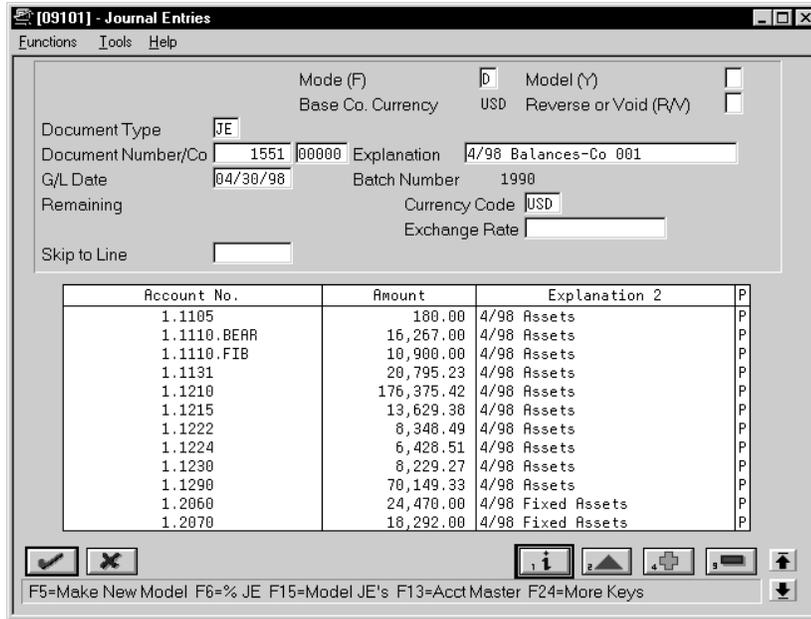
6. On Journal Entries, choose the detail area to display additional information about a record.
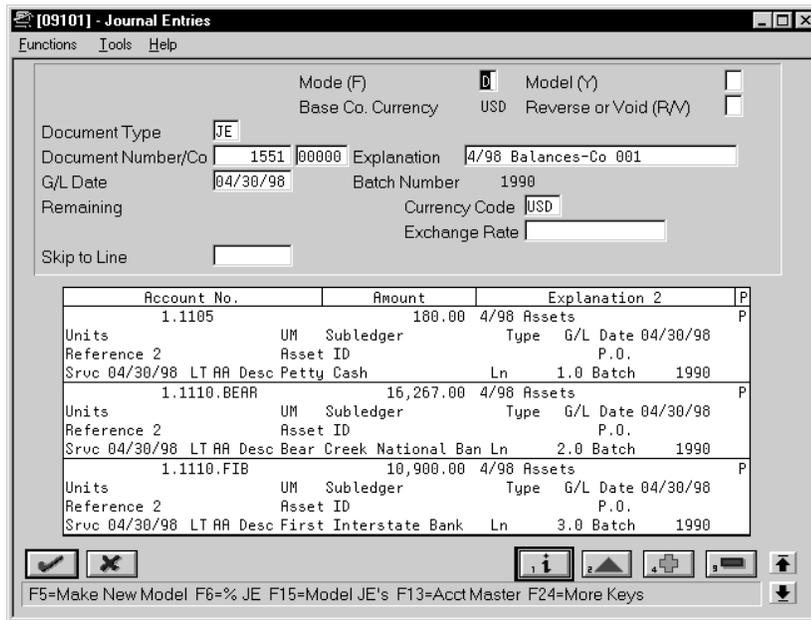
7. On Journal Entries, exit the balance auditor until you return to Financial Statements.

When you are done using the balance auditor for a version, return to Override Default Information for the version and remove the values in the PC Download File and Member Name fields.

What You Should Know About

Downloading the audit trail report to a PC program   You can download a copy of the audit trail report to a PC program. To do this, choose PC Download for the version to convert the report to ASCII format.

See *Working with PC Download* for more information.

Purging report copies   The system stores copies of audit trail reports for two days before purging them.

Exercises

See the exercises for this chapter.

Activate PC Download

From the FASTR menu (G83), choose *Financial Statements*.

Activating PC Download

You can make certain modifications to your FASTR report on a PC that you cannot make using an AS/400. These modifications include entering footnotes in your report and adding colors to your headings.

Before you can make these modifications, you must activate a PC download so that you can transfer a report from the AS/400 to a PC.

▶ **To activate a PC download**

On Financial Statements

1. Access FASTR Definition Options.
2. Choose Override Default Information.
3. Page down to the second form.

```
[83OPT1] - Override Default Information                        _ □ ×
Functions   Tools   Help

                                        Form ID      GENERAL
     Income Statement Variance Analysis   Version      0003


                              Allowed Values        Default

Account LOD Range    □ to □   3 to 9, blank=not used   blank
CC Level Of Detail   □        1 to 9, blank=not used   blank
Subledger Descr      □        F=Full, blank=Single Line  blank
Omit Cutback A/C's   □        Y or N                  N
Job Cost Headings    □        Y or N                  N
PC Download File     □        Y N or A                N
Member Name     [        ]    Valid IBM Object Name   blank
52 Period Acct       □        Y or N                  N
Include Zero Rec     □        Y or N                  N
AAI Subtotaling      □        Y or N                  N
Ending object   [      ]      Object Account          blank



  ✓   ✗
        Enter=Update    F3=Exit
```

4. On Override Default Information, enter Y in the following field:

- PC Download File

5. Enter the version ID in the following field:

- Member Name

6. Press Enter until you return to Financial Statements.

```
[83300] - Financial Statements                          _ □ ×
Functions  Options  Tools  Help

   Skip to Version          [          ]  Form ID    [GENERAL   ]

O  Version    Description                        User   Chg Dat
   XJDE0001  Income Statement Variance Analysis   DEMO   02/12/96
   XJDE0002  Business Unit Line Item Illustration DEMO   02/12/96
   XJDE0003  Balance Sheet with Comments          DEMO   02/12/96
   XJDE0004  Percent of Revenue Illustration      DEMO   02/12/96
   XJDE0005  Trial Balance - Object Account Summary DEMO 02/12/96
   XJDE0006  G&A - Items w/ Variance exceeding $500 DEMO 02/12/96
   XJDE0007  Business Unit Accounts w/Balance Auditor DEMO 02/12/96
   XJDE0008  Income Statement Var Anal w/Bal Auditor DEMO 02/12/96
   XJDE0009  Combined Stmt. of Rev. & Exp. (CAFR)  DEMO  02/12/96
   XJDE0010  FASTR Budget Worksheet for Co. 100    DEMO  02/12/96
   XJDE0011  FASTR Budget Wkst. for Co. 100 Revenues DEMO 02/12/96



 [✔] [✖]                                                      [⬆]
Opt: 1=Run 2=Chg 3=Copy 4=Rpt Dst 5=Cover 6=Prt Ovr 8=PC Dwn 9=Dlt   MW  [⬇]
```

7. On Financial Statements, enter 1 in the following field next to the version you want to submit:

- Option

8. When the version is finished running, resubmit it by entering 8 in the following field next to your version:

- Option

PC Download Processing Options appears.

9. On PC Download Processing Options, complete the following fields to include in the PC download:

- Include Headings
- Include Column Headings
- Include Totals
- Include Text Lines
- Include Underlines
- Include Blanks
- Include Key Values

Field	Explanation
Include Headings in PC Download	Determines which report headings are included in the PC download. Values are: Y Include all heading report lines. 1 Include only the heading report lines from the first page.
Include Column Headings in PC Download	Determines which column headings are included in the PC download. Values are: Y Include all column heading lines. 1 Include only the column heading lines from the first page.

Field	Explanation
Include Totals in PC Download	Determines which report totals are included in the PC download. Values are: Y Include report totals. These totals are the level break totals in column-only reports and the calculated rows in row reports. N Do not include report totals.
Include Text Lines in PC Download	Determines which text lines are included in the PC download. Values are: Y Include text report lines. N Do not include text report lines.
Include Underlines in PC Download	Values are: Y Include underlines from reports in the PC download. N Do not include underlines.
Include Blanks in PC Download	Values are: Y Include blank report lines from reports in the PC download. N Do not include blank report lines.
Include Key Values in PC Download	Values are: Y Include key values from the keys defined on General Specifications in the additional columns of the PC download. N Do not include key values.

See Also

- *Appendix B - PC Download for Lotus and Excel*

Create FASTR-Generated Journal Entries

From the FASTR menu (G83), choose *Financial Statements*.

Creating FASTR-Generated Journal Entries

You can create a version that generates journal entries. You can then post the journal entries to the general ledger using the General Accounting system. You might generate journal entries:

- For budgeting
- To re-evaluate assets
- To retire tax ledgers

You can run the version in proof or final mode. When you run the version in proof mode, the system creates a report and, if applicable, creates error messages, such as "invalid account." When you run the version in final mode, the system creates a report that includes page, document, and batch numbers and creates the F0911 records. Use the batch number to review and post the journal entries.

You can create FASTR-generated journal entries for versions with column specifications only. You cannot generate journal entries for versions in which you define row specifications.

Creating FASTR-generated journal entries consists of:

- ❏ Defining accounts and ledgers for journal entries

- ❏ Entering journal entry specifications

Defining Accounts and Ledgers for Journal Entries

For each column in the version for which you want to create journal entries, you must specify:

- Which accounts the system uses to create the journal entries

- To which ledgers the system posts those journal entries

▶ **To define accounts and ledgers for journal entries**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, choose Column Specifications, Journal Entry Specifications, and any other functions you need to create the version.

```
83300W    FASTR Definition Options        _ □ ✕
Functions   Options  Tools  Help

  Place a '1' by each         Form      GENERAL
  desired function            Vers      0001


  "1"            Function Description
  1    Version Identification
  1    Additional Parameters
  1    Override Default Information
  1    General Specifications
  1    Column Specifications
  1    Row Specifications
  1    Cell Specifications
  1    Override Rows/Columns
  1    Conditioned Variance Reports
  1    Journal Entry Specifications
  1    Work File Save

  ✔   ✗                                      ⬆

  Opt: 1=Select      F12=Previous            ⬇
```

3. Revise the information on each form until Column Specifications appears.

```
[83040] - Column Specifications                                          _ □ ✕
Functions   Tools   Help

                                                 Form ID         GENERAL
Income Statement Variance Analysis               Version         0002


      Skip to Col No              00

  Col    Column Headings    Col Prt LT Col   Col            Selections or
  Nbr    Upper     Lower    Siz Col     Typ Amnts           Calculations
                   Descri  40  04
  01   Current   Actual    13  01  AA AR  PA   1000           9999
  02   Current   Budget    13  02  BA AR  PA   1000           9999
  03   Variance            11  03         C    C01            -
  04     YTD     Actual    13  05  AA AR  AB   1000           9999
  05     YTD     Budget    13  06  BA AR  AB   1000           9999
  06   Variance            11  07         C    C04            -
  07                       10  08
  08                       10  09
  09                       10  10
  10                       10  11
  11                       10  12


  ✔   ✖                                                           ⬆
        F4=Display Additional Sel/Calc  F5=Redisplay                ⬇
```

4. On Column Specifications, choose the columns for which you want to create journal entries.

5. Choose Display Additional Selections/Calculations to access the detail area.

6. Access the column for which you want to create journal entries.

```
[83040] - Column Specifications                                          _ □ ✕
Functions   Tools   Help

                                                 Form ID         GENERAL
Income Statement Variance Analysis               Version         0002


      Skip to Col No              00

  Col    Column Headings    Col Prt LT Col   Col            Selections or
  Nbr    Upper     Lower    Siz Col     Typ Amnts           Calculations
  01   Current   Actual    13  01  AA AR  PA   1000           9999
                   Fiscal Year
  Display Decimals    0    Edit Code        J
  Total (Y/N)         Y    Currency Symbol  N
  Journal Entry Creation
  J.E. Units Column
  J.E. Ledger Type
              Report Result      J.E. Offset
  J.E. Account
  J.E. Business Un
  J.E. Subledger
  J.E. Subledger Type


  ✔   ✖                                                           ⬆
        F4=Display Additional Sel/Calc  F5=Redisplay                ⬇
```

7. Complete the following fields:

    - Journal Entry Units Column

    - Journal Entry Ledger Type

8. Complete the following fields under Report Result:

- Journal Entry Account
- Journal Entry Business Unit
- Journal Entry Subledger
- Journal Entry Subledger Type

9. Complete the following fields under Journal Entry Offset:

- Journal Entry Account
- Journal Entry Business Unit
- Journal Entry Subledger
- Journal Entry Subledger Type

Do not press Enter if you want to create journal entries for other columns.

10. Repeat steps 6 through 9 for each column for which you want to create journal entries.

11. Press Enter.

12. Revise the information on each form you selected until Journal Entry Specifications appears.

Field	Explanation
J.E. Units Column	The presence of this field indicates that units are to be included in the journal entries generated by the report. It designates the column that contains the units for the entries.
J.E. Ledger Type	A code that identifies the ledger type that the system will assign to journal entries created from a specific column.
J.E. Account	The account number (OBJ.SUB) you want to use for the Report Result column. An asterisk (*) in the left-most position of this field indicates that the account number should be taken from the worktable record. If you enter an object account that does not have a subsidiary, type a period (.) after the object account.
J.E. Business Unit	Specifies the business unit number assigned to the Report Result column. Enter one of the following: • An * in the first character of the field to indicate that the current business unit number is being used to generate the journal entry. This is the default value. • An *S in the first two characters of the field to indicate that the subsequent business unit number is being used for the current business unit. • A valid business unit number.

Field	Explanation
J.E. Subledger	Specifies the subledger value for the Report Result column. The default value is an asterisk (*) in the first position of the field. This indicates that the subledger value from the current cell (column and row) is duplicated in the journal entry. This occurs only if the report includes subledger in the sequencing.
J.E. Credit Subledger Type	A code used to validate the use of a journal entry offset subledger.
J.E. Offset	The account number (OBJ.SUB) you want to use for the offset side of the journal entry that is created from the column. An asterisk (*) in the left-most position of this field indicates that the account number should be taken from the worktable record.
J.E. Offset Business Unit	Specifies the business unit number for the Offset column. Enter one of the following: • An * in the first character of the field to indicate that the current business unit number is being used to generate the journal entry. This is the default value. • An *S in the first two characters of the field to indicate that the subsequent business unit number is being used for the current business unit. • A valid business unit number.
J.E. Offset Subledger	Specifies the subledger value for the Offset column. The default value is an asterisk (*) in the first position of the field. This indicates that the subledger value from the current column is duplicated in the journal entry. This occurs only if the report includes subledger in the sequencing.
J.E. Subledger Type	A code used to validate the use of a report result subledger.

Entering Journal Entry Specifications

After you specify the accounts and ledgers that you want the system to use when creating FASTR-generated journal entries, you enter journal entry specifications to determine whether to run the report in proof or final mode. Proof mode creates a report that verifies whether the accounts you specified are valid. Final mode creates the journal entries in the Account Ledger table (F0911). In addition, you enter journal entry specifications to determine:

- The G/L date for the journal entries

- Whether the journal entries are reversing

- The document type for the journal entries

▶ **To enter journal entry specifications**

Journal Entry Specifications appears after you have completed all other forms that correspond to the functions you chose on FASTR Definition Options.

On Journal Entry Specifications

```
[83OPT4] - Journal Entry Specifications                               _ □ ×
Functions   Tools   Help

                                          Form ID      GENERAL
         Income Statement Variance Analysis      Version      0001

            Note: The following allows the creation of Journal Entries From the FASTR
                  report.  This option is used in association with the individual
                  specifications for one or more columns.


              Create Journal Entries (F or P)
              (F = final, P = proof, default =
              do not create J.E.'s)                         P
              G/L Date (Default = use current
              financial reporting date)                     12/31/98    19
              Mark Journal Entries as Reversing
              (R = reversing, blank = not rev)              
              Document Type                                 JA


  ✓    ✗                                                              ⬆
        Enter=Update    F3=Exit                                      ⬇
```

Complete the following fields:

- Mark Journal Entries as Reversing
- Document Type

Field	Explanation
Create Journal Entries	Specifies whether to process the report in proof or final mode. Values are: P Proof. Edits the journal entries and prints any error messages. Does not create the journal entries. F Final. Creates the journal entries and prints the batch number and document number on a report.
G/L Date	Determines the date used for the journal entry. If you leave this field blank, the system uses the current period date. If the Current Period Date field is blank, the system uses the financial reporting date.

Field	Explanation
Mark Journal Entries as Reversing	Determines whether reversing journal entries are created. When used, this creates a reversing journal entry for the next period. Values are: R Journal entries are reversing Blank Journal entries are not reversing
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Payroll documents I Inventory documents O Order processing documents J General ledger/joint interest billing documents The system creates offsetting entries as appropriate for these document types when you post batches.

What You Should Know About

Document types J.D. Edwards recommends that you use a specific user-defined document type, such as FS, that you reserve for FASTR-generated journal entries. This helps you verify that the entries were created using the FASTR system.

Creating journal entries You can create journal entries only from a calculation column on a column report.

 Exercises

See the exercises for this chapter.

Create Conditioned Variance Versions

From the FASTR menu (G83), choose *Financial Statements*.

Creating Conditioned Variance Versions

You can create conditioned variance versions using FASTR. That is, you can define one column in a version that includes:

- Only positive values above a specified amount or percent
- Only negative values below a specified amount or percent
- Both positive and negative values above and below a specified amount or percent

The specified amount or percent is called a tolerance limit.

The following illustrates which numbers will print when you specify positive, negative, or both variances.
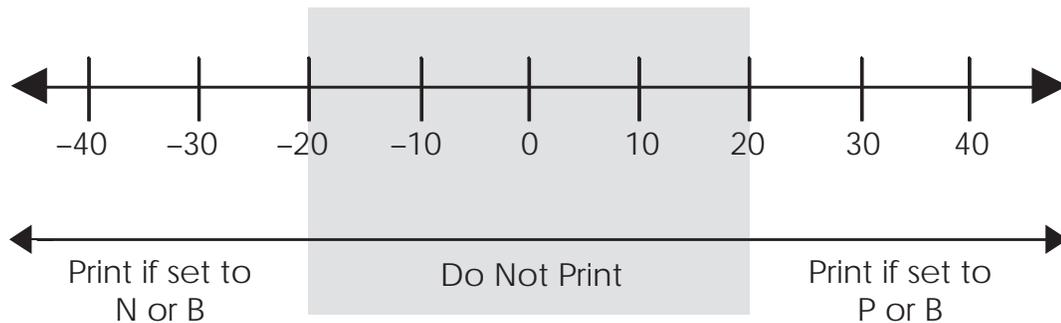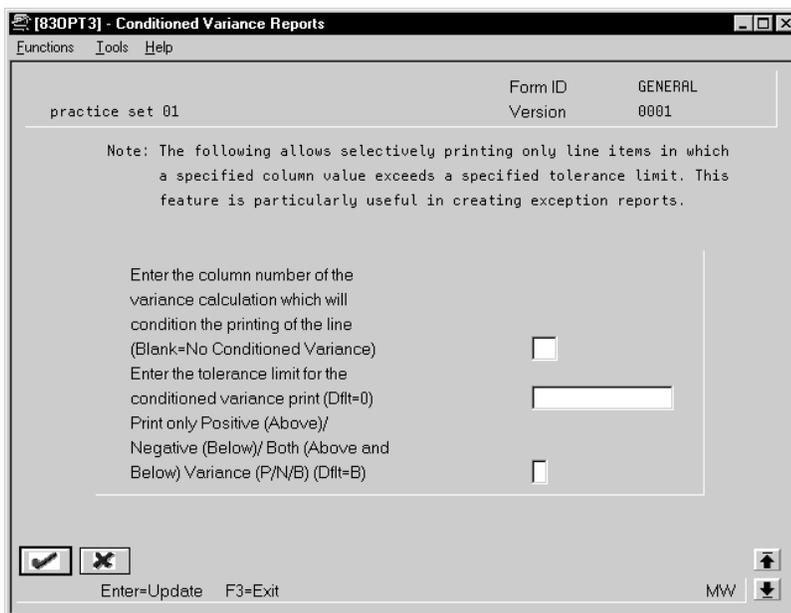

▶ **To create a conditioned variance version**

On Financial Statements

1. Access FASTR Definition Options.
2. On FASTR Definition Options, select Column Specifications, Conditioned Variance Reports, and any other functions you need to create the version.

```
83300W    FASTR Definition Options                    _ □ ✕
Functions  Options  Tools  Help

   Place a '1' by each          Form        GENERAL
   desired function             Vers        0001

      ┌─────────────────────────────────────────┐
      │ "1"          Function Description        │
      │  1   Version Identification              │
      │  1   Additional Parameters               │
      │  1   Override Default Information         │
      │  1   General Specifications              │
      │  1   Column Specifications               │
      │  1   Row Specifications                  │
      │  1   Cell Specifications                 │
      │  1   Override Rows/Columns               │
      │  1   Conditioned Variance Reports        │
      │  1   Journal Entry Specifications        │
      │  1   Work File Save                      │
      └─────────────────────────────────────────┘

   ┌───┐ ┌───┐                                    ┌─┐
   │ ✔ │ │ ✖ │                                    │▲│
   └───┘ └───┘                                    └─┘
   Opt: 1=Select     F12=Previous                 ┌─┐
                                                   │▼│
                                                   └─┘
```

3. Complete each form until Column Specifications appears.

4. On Column Specifications, identify the column number for which you want to specify a tolerance limit.

5. Revise any information on Column Specifications.

6. Press Enter until Conditioned Variance Reports appears.

```
[83OPT3] - Conditioned Variance Reports                _ □ ✕
Functions  Tools  Help

                                        Form ID      GENERAL
   practice set 01                      Version      0001

        Note: The following allows selectively printing only line items in which
              a specified column value exceeds a specified tolerance limit. This
              feature is particularly useful in creating exception reports.


        Enter the column number of the
        variance calculation which will
        condition the printing of the line
        (Blank=No Conditioned Variance)               □
        Enter the tolerance limit for the
        conditioned variance print (Dflt=0)      ┌──────────┐
        Print only Positive (Above)/             └──────────┘
        Negative (Below)/ Both (Above and
        Below) Variance (P/N/B) (Dflt=B)              □

   ┌───┐ ┌───┐                                             ┌─┐
   │ ✔ │ │ ✖ │                                             │▲│
   └───┘ └───┘                                             └─┘
        Enter=Update   F3=Exit                        MW   │▼│
                                                           └─┘
```

7. On Conditioned Variance Reports, complete the following fields:

   • Column Number

   • Conditioned Variance Tolerance

- Print Only Positive/Negative/Both

8. Revise the information on each form until the versions list on Financial Statements appears.

9. On the versions list on Financial Statements, run the revised version.

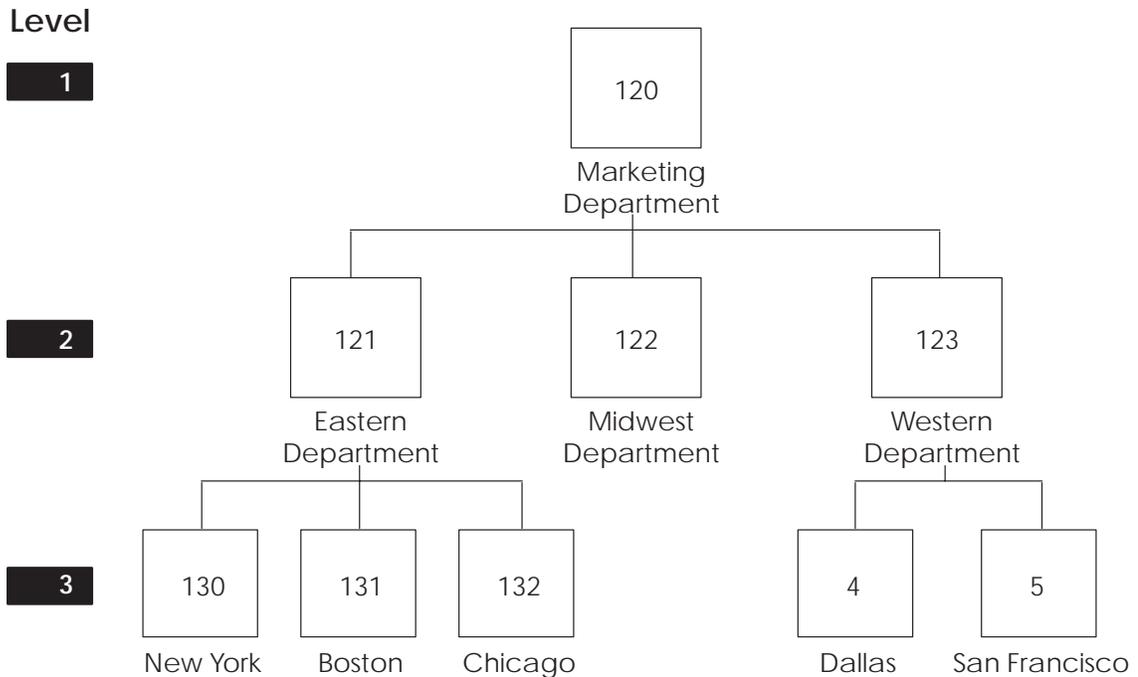| Field	Explanation
Column Number	Identifies the column on your form in which the percentages or amounts are compared to the tolerance limit. For example, if column 02 contains the calculated budget amounts, you enter the column number (not the print number), such as 02 for C02.
	A blank denotes no conditioned variance. This is the default value.
Cond. Var. Tolerance	Determines the tolerance allowed before a conditioned variance report includes a row. The amount of each value in a column is tested against this value to determine which rows print. Choose the appropriate method: • Percentage, for example, enter 20 for 20% • Currency amount, for example, enter 1000 for currency amount The default value is zero.
Print only Positive (Above)/ Negative (Below)/ Both (Above and Below) Variance (P/N/B) (Dflt=B)	The mathematical sign that determines whether a row is included in a conditioned variance report. Values are: P — Print only rows with a positive variance (larger than the tolerance). N — Print only rows with a negative variance (smaller than the tolerance). B — Print rows with both a positive and negative variance beyond the tolerance. This is the default value.

Exercises
See the exercises for this chapter.

Work with Organizational Report Structures

Working with Organizational Report Structures

You use organizational report structures to create multi-tiered, tree-like structure relationships between business units using existing business units from other J.D. Edwards software systems.

To do this, you create parent/child relationships between business units, as in the following example. A parent comprises the children. For example, the Marketing Department parent comprises the Eastern, Midwest, and Western children. Likewise, the Western Department parent comprises the Dallas and San Francisco children.

Level

Level	
1	120 — Marketing Department
2	121 — Eastern Department; 122 — Midwest Department; 123 — Western Department
3	130 New York; 131 Boston; 132 Chicago; 4 Dallas; 5 San Francisco

Rollup reporting is a type of report format in which all levels of a company or organization are assigned a report level. Typically, the broadest level of a company is assigned the lowest reporting level.

In the previous example, marketing is assigned a level 1, while each city branch is assigned a level 3.

You can create an organizational hierarchy for rollup reporting. For example, in an organizational hierarchy, all departments are children of a region, and all regions are children of a corporation.

The organizational report structure presents a hierarchy of your business units without:

- Using additional category codes
- Adhering to naming conventions for business units that are restrictive and required for the Business Unit Level of Detail function currently used by FASTR

The following summarizes the report pages that the system generates when you assign a relative level to the organizational hierarchy in the previous example.

Page 1	Balance for Business Unit 130
Page 2	Balance for Business Unit 131
Page 3	Balance for Business Unit 132
Page 4	Consolidation for Business Unit 121 (includes Business Units 130, 131, 132, and 121)
Page 5	Balance for Business Unit 4
Page 6	Balance for Business Unit 5
Page 7	Consolidation for Business Unit 123 (includes Business Units 4, 5, and 123)
Page 8	Balance for Business Unit 122
Page 9	Consolidation for all descendants of Business Unit 120 (includes balances for Business Units 130, 131, 132, 4, 5, 121, 122 123, and 120)

A business unit might be at one level for reporting in a geographic structure and another level in an organizational structure.

You create reporting structures that meet your business reporting needs. For example, you can create the following:

- Organizational structures (ORG)
- Financial structures (FIN)
- Geographic structures (GEO)

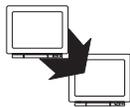Working with organizational report structures consists of:

❏ Creating organizational report structures

❏ Reviewing organizational report structures

❏ Printing versions with organizational report structures

What You Should Know About

Balance auditor	Organizational report structures cannot be used with the balance auditor.

Creating Organizational Report Structures

From General Accounting (G09), enter 24
From Organization & Account Setup (G09411), choose Advanced Organization Setup
From Advanced Organization Setup (G094111), choose Structure Revisions

You create an organizational report structure so that you can combine business units for reporting needs.

You can create structure types that are specific to your organization. A structure type is a user defined code. You create structure types on User Defined Code Tables (00/TS).

You must set up the business unit structure for each structure type. You enter children for parents or parents for children. A parent comprises the children. For example, an Eastern Department parent comprises the New York, Boston, and Chicago children.

Any designated parent business unit in the structure must have a complete chart of accounts associated with it. You can set up a total of 25 levels of parent/child associations.
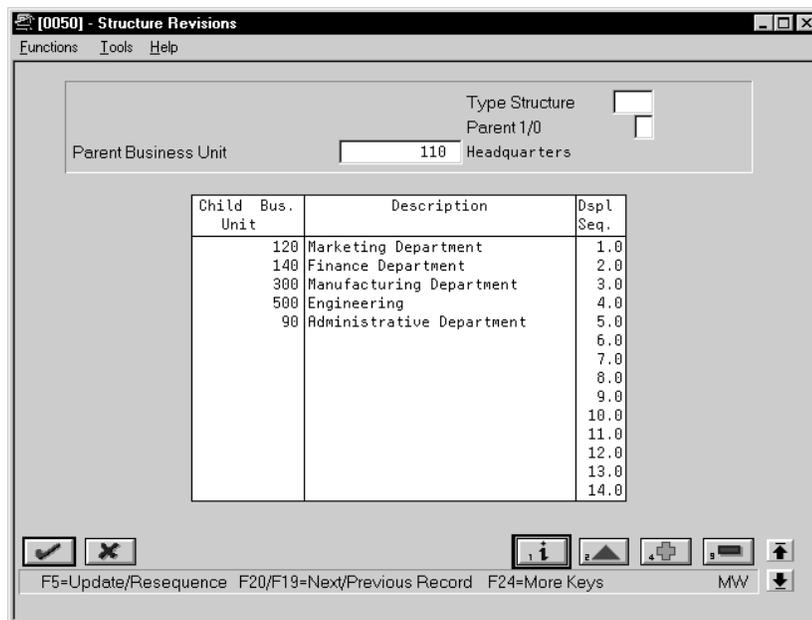
You can add or change structures at any time.

Before You Begin

❏ Add valid structure type codes to the user defined codes. These codes must be three characters in length and are defined in the user defined codes list (00/TS).

▶ **To create an organizational report structure**

On Structure Revisions

```
[0050] - Structure Revisions                              _ □ ×

Functions   Tools   Help

                                        Type Structure   [    ]
                                        Parent 1/0            [ ]
          Parent Business Unit          110   Headquarters

          Child  Bus. │     Description      │Dspl
              Unit    │                      │Seq.
               120 │Marketing Department    │  1.0
               140 │Finance Department      │  2.0
               300 │Manufacturing Department│  3.0
               500 │Engineering             │  4.0
                90 │Administrative Department│ 5.0
                   │                        │  6.0
                   │                        │  7.0
                   │                        │  8.0
                   │                        │  9.0
                   │                        │ 10.0
                   │                        │ 11.0
                   │                        │ 12.0
                   │                        │ 13.0
                   │                        │ 14.0

    ✓   ✗                          [ i ] [▲] [⊕] [▬]  [⬆]
    F5=Update/Resequence  F20/F19=Next/Previous Record  F24=More Keys    MW  [⬇]
```

1. Complete the following field:
   - Parent Business Unit

   If the parent business unit does not exist, create one using the Add action.

2. Complete the following fields:
   - Type Structure
   - Child Business Unit
   - Display Sequence

3. Repeat the previous steps by locating a child business unit, which becomes the parent business unit, and adding child business units to it.

Reviewing Organizational Report Structures

From General Accounting (G09), enter 24
From Organization & Account Setup (G09411), choose Advanced Organization Setup
From Advanced Organization Setup (G094111), choose Structure Inquiry

When you review an organizational report structure, you can see an entire report structure at the same time.

▶ **To review an organizational report structure**

On Structure Inquiry

```
[00250] - Structure Inquiry                                          _ □ ✕
Functions  Options  Tools  Help

                                        Type Structure    [    ]
                                        Mode              [3]
              Parent Business Unit      [    110]  Headquarters

O│Level│Child  Bus.│   Description   │  Manager Name   │Dspl
P│     │   Unit     │                │                 │Seq.
 │1    │     120│Marketing Department│Allen, Ray       │ 1.0
 │.2   │     121│ Eastern Marketing  │Eason, Walter    │ 1.0
 │..3  │     131│  Boston            │Wright, Allen    │ 1.0
 │..3  │     130│  New York          │Hawkins, Jack    │ 3.0
 │.2   │     122│ Midwest Marketing  │Walters, Annette │ 2.0
 │..3  │     132│  Chicago           │Martin, John     │ 1.0
 │..3  │     529│  Denver Sales      │                 │ 2.0
 │..3  │     629│  Houston Sales     │                 │ 3.0
 │.2   │     123│ Western Marketing  │Escalante, Jorge │ 3.0
 │..3  │     600│  San Francisco Branch│               │ 1.0
 │1    │     140│Finance Department  │Ellis, Jody      │ 2.0
 │.2   │     141│ Human Resources Depart│             │ 1.0
 │..3  │     190│  Services          │                 │ 1.0
 │.2   │     142│ Information Systems │Wilson, Bob      │ 2.0
 │.2   │     143│ Payroll Department │D'Angelo, Suzanne│ 3.0
 │1    │     300│Manufacturing Departmen│Planner, Mark │ 3.0

 [✓] [✗]                                                        [⬆]
Opt: 1=Org Struct Rev  2=BU Revs    F5=Org Struct Rev  F24=More Keys  [⬇]
```

Complete the following fields:
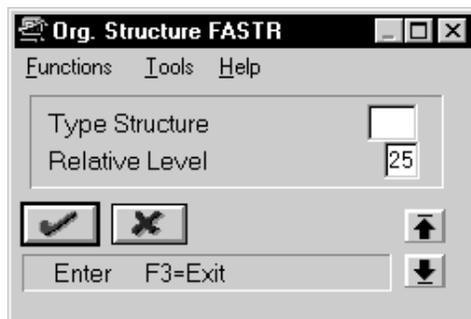
- Type Structure
- Mode
- Parent Business Unit

Printing Versions with Organizational Report Structures

From the FASTR menu (G83), choose *Financial Statements*.

▶ **To print a report with an organizational report structure**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select General Specifications.

3. In the Business Unit row on General Specifications, enter 1 in the following field:

    *   Sequence number

4. Enter OS in the following field:

    *   Relationship

5. Enter a parent business unit in the following field:

    *   Selection Value

6. Press Enter to access Organizational Structure FASTR.

7. On Organizational Structure FASTR, complete the following fields:

    *   Type structure
    *   Relative level

The relative level is the lowest level of reports that you generate.

Understand Special Arithmetic Operands

About Special Arithmetic Operands

You use special arithmetic operands to minimize the number of calculations on your report. Special arithmetic operands for column, row, and cell calculations include:

- A (Average)
- < (Store smaller number)
- > (Store larger number)
- Z (Store last non–zero number)

To understand special arithmetic operands, you must understand the following concepts:

- Averaging
- High/low
- Zero

About Averaging

You can calculate the average of consecutive columns, rows, or cells.

For example, if you want column 7 to show the average of the amounts in columns 1 through 6, you use the A operand and enter the following:

Col Nmr	Column Headings Upper Lower	Col Siz	Prt Col	LT	Col Typ	Col Amnts	Selections or Calculations
07		10	08		C		C1 A C6

This gives the same result as the following column definition:

Col Nmr	Column Headings Upper Lower	Col Siz	Prt Col	LT	Col Typ	Col Amnts	Selections or Calculations
07		10	08		C		C1 S C6/ 6

When you use the A operand in cell calculations, all cells must be in the same row or in the same column.

For example, R2C2 A R5C2 calculates the average of the consecutive cells included in column 2, as follows:

R1C1	R1C2	R1C3	R1C4
R2C1	R2C2	R2C3	R2C4
R3C1	R3C2	R3C3	R3C4
R4C1	R4C2	R4C3	R4C4
R5C1	R5C2	R5C3	R5C4
R6C1	R6C2	R6C3	R6C4

FASTR averages these cells in column 2

R3C1 A R3C4 calculates the average of the consecutive cells included in row 3, as follows:

R1C1	R1C2	R1C3	R1C4
R2C1	R2C2	R2C3	R2C4
R3C1	R3C2	R3C3	R3C4
R4C1	R4C2	R4C3	R4C4

FASTR averages these cells in row 3

About High/Low

If you implement the greater than symbol (>), the system stores the highest number found in that column, row, or cell. If you implement the less than symbol (<), the system stores the lowest number in that column, row, or cell. The columns, rows, or cells do not need to be consecutive.

For example, if you want column 5 to contain the smallest number found in columns 1, 2, and 4, enter it as follows:

Col Nmr	Column Headings Upper	Lower	Col Siz	Prt Col	LT	Col Typ	Col Amnts	Selections or Calculations
05			10	08		C		C1 < C2 < C4 <

FASTR compares the amount in column 1 with the amount in column 2 and selects the smaller number. It then compares the smaller of these numbers with the amount in column 4 and prints the smaller number in column 5.

The following example illustrates this.

	Column 1	Column 2	Column 4	Column 5
	50	125	75	50
	50	25	100	25
	85	90	35	35
Smallest number				

When using the < and > operands, be careful with credit amounts. Even though 100.00 − is a higher credit amount than 50.00 −, it is a smaller number.

In the following example, column 4 contains the largest number found in columns 1, 2, and 3 (C1 > C2 > C3). The first two rows show revenues (credit amounts), and the last two rows show expenses (debit amounts).

	Column 1	Column 2	Column 3	Column 4
Highest credit amount	80−	75−	60−	60−
	75−	150−	100−	75−
	50	125	75	125
Highest debit amount	25	50	100	100
Largest number				

This example illustrates that the largest number for a debit account is the highest amount for that account. However, the largest number for a credit account is not the highest amount for the credit account. The smallest number for a credit account is the highest amount. Therefore, to find the highest amount for a debit account, you use the > operand, but to find the highest amount for a credit account, you use the < operand.

The following illustrates how the system locates the absolute value of a column using the greater than (>) operator.

Absolute Value of Column 1

Column 1 Account Range (AR)	Column 2 C01*–1 (C)	Column 3 C01>C02 (C)
75–	75	75
100	100–	100
50	50–	50
25–	25	25
60–	60	60

About Zero

You can store the last non-zero number to avoid unrealistic results when you have division calculations that use zero as a divisor.

For example, assume the columns in the following example are from a budget variance report. Column 1 shows budget amounts. Column 2 shows actual amounts. Column 3 shows how much budget varies from actual. Column 4 shows by what percent budget varies from actual.

Column 1 Budget	Column 2 Actual	Column 3 Variance (C1– C2)	Column 4 % Variance (C3 C/ * 100)
100	50	50	50%
100	25	75	75%
25	100	75–	–300%
100	0	100	100%
0	0	0	0%
0	25	25–	0%

Result of
dividing –25
by zero

All rows in column 4 show realistic percentages except the last row. The last row shows 0% variance even though the budget amount is zero and the actual amount is 25. This is because FASTR divides the amount in column 3, which is 25, by zero, the amount in column 1. FASTR always gives zero as the result of dividing a number by zero, even though you cannot divide by zero.

The Z operand provides a solution to this problem. The Z operand stores the last non-zero number found in a pair of columns. If no non-zero numbers are found, the system stores zero. In the previous example, you can define a non-printing column that stores the last non-zero number found when reading column 2 and then column 1, as follows:

Col Nmr	Column Headings Upper Lower	Col Siz	Prt Col	LT	Col Typ	Col Amnts	Selections or Calculations
03			NP		C		C2 Z C1

The non-printing column is used as the divisor for the percent variance calculation. The following example shows the results. Column 3 is the non-printing column and the last column calculates percent variance using column 3 as the divisor.

Column 1 Budget	Column 2 Actual	Column 3 Non–print (C2 Z C1)	Column 4 % Variance (C1 – C2)	Column 5 % Variance (C4 / C3 * 100)
100	50	100	50	50%
100	25	100	75	75%
25	100	25	75	–300%
100	0	100	100	100%
0	0	0	0	0%
0	25	25	25–	–100%

Stores last non–zero number found reading column 2 and then column 1

The percent variance for all rows is the same as in the first example, except for the last row. Because column 3 stored 25 as the last nonzero number in that row, 25 became the divisor in the percent variance calculation, not 0. The result is –100% instead of zero for the percent variance in that row.

Exercises

See the exercises for this chapter.

Save and Manage a Workfile

From the FASTR menu (G83), choose *Financial Statements*.

Saving and Managing a Workfile

You save and manage a workfile to:

- Save the data for a report
- Manage data that is generated by another report

If you are satisfied that your data is set up correctly, you can use it for multiple reports, which saves significant processing time.

When you save a workfile, the system:

- Stores workfile values in the DREAM Writer Master Parameter table (F98301)
- Assigns the member to which you save your data in the F83WORK table
- Creates reports that use 52-period accounting on Override Default Information in the F83WORKB table

Saving and managing a workfile consists of:

- Saving a workfile
- Managing a workfile for input
- Deleting expired workfiles

What You Should Know About

Member names	Whenever you work with a workfile, you must supply a member name. This name must be a valid IBM name for the member that you create or the member that you use in the report that you define. A member is used to store information, like a drawer in a filing cabinet. You can save the workfile with or without producing a report. You can use existing workfile data in subsequent reports.

Expiration dates   You must enter an expiration date when you save a
workfile.

Missing reports   If a report does not print, check Work File Save
Parameters to determine if the report is designated as
Output only.

Checking entries for   Check your entries on Work File Save Parameters for
accuracy   accuracy. The form does not redisplay when the system
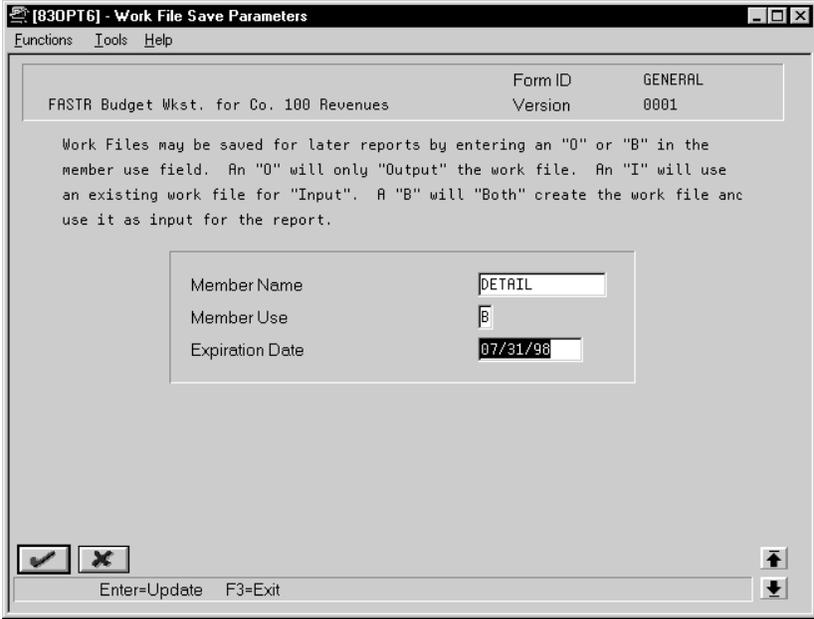processes the report.

▶   **To save a workfile**

You create a workfile to consolidate information. After you save the workfile,
multiple versions can use the information.

On Financial Statements

1.   Access FASTR Definition Options.

```
83300W    FASTR Definition Options                    _ □ ×
Functions   Options  Tools  Help

   Place a '1' by each          Form        GENERAL
   desired function             Vers        0004

   "1"             Function Description
          Version Identification
          Additional Parameters
          Override Default Information
          General Specifications
          Column Specifications
          Row Specifications
          Cell Specifications
          Override Rows/Columns
          Conditioned Variance Reports
          Journal Entry Specifications
    1     Work File Save

   ✔    ✖                                         ⬆
   Opt: 1=Select      F12=Previous                ⬇
```

2.   On FASTR Definition Options, select Work File Save.

```
[83OPT6] - Work File Save Parameters                              _ □ ×
Functions  Tools  Help

                                          Form ID      GENERAL
        FASTR Budget Wkst. for Co. 100 Revenues   Version      0001

        Work Files may be saved for later reports by entering an "O" or "B" in the
        member use field.  An "O" will only "Output" the work file.  An "I" will use
        an existing work file for "Input".  A "B" will "Both" create the work file and
        use it as input for the report.


                    Member Name          DETAIL
                    Member Use           B
                    Expiration Date      07/31/98


        ✓   ✗                                                          ▲
                Enter=Update   F3=Exit                                 ▼
```

3. On Work File Save Parameters, complete the following fields:

    • Member name

    • Expiration date

4. Enter O or B in the following field:

    • Member use

Field	Explanation
Expiration Date	You can enter a date with or without slashes (/) or dashes (-) as separators. If you leave a date entry field blank, the system supplies the current date.
	. . . . *Form-specific information* . . . .
	This is the last day on which the data in the workfile is valid. The first FASTR version run after this date will delete this workfile. An expiration date is required for member use O or B, but is not used for member use I.
Member Use	The code that specifies how data is used. Values are: I Input. Use the data in the member named as input for the report. O Output only. Create the workfile and save it, but do not generate a report. B Both input and output. Create the workfile and produce a report. There is no default code.

▶ To manage a workfile for input

After you save a workfile, you manage that workfile to process your reports. As a result, you do not have to rebuild a workfile. Managing a workfile for input improves processing time of your reports because you are using an existing workfile.

On Financial Statements

1. Access FASTR Definition Options.
2. On FASTR Definition Options, select Work File Save.
3. On Work File Save Parameters, complete the following field:
   - Member Name
4. Enter I in the following field:
   - Member Use

▶ To delete an expired workfile

On the FASTR Technical Operations menu (G8331), choose *Delete Expired FASTR Workfile*.

You can set up a DREAMWriter program to read all expiration dates that are assigned to your workfiles and to delete any that are after the system date. For example, if your workfile has an expiration date in May and the current month is June of the same year, the DREAMWriter program deletes that workfile.

The Work File Save program contains the following DEMO versions:

- A version to delete expired workfiles for all forms
- A version to delete expired workfiles for selected forms

To delete expired workfiles for all forms, run the appropriate DEMO version. To delete expired workfiles for selected forms, copy the appropriate DEMO version and specify the program and versions on Data Selections.

On Delete Expired FASTR Workfile

```
[98300] - Delete Expired FASTR Workfile                              _ □ ✕
Functions   Options   Tools   Help

              Skip to Version:     [          ]    Form   [P83000C]

    O  Version              Description            User    Chg Date
       XJDE0001  Delete Expired FASTR Workfiles - All    DEMO    11/17/93
       XJDE0002  Delete Expired FASTR Workfiles - Spec   DEMO    11/17/93


    [✔]  [✖]                                              [⬆]
    Opt: 1=Run 2=Chg 3=Add 4=Rpt Dist 5=Cover 6=Prt Ovr 8=Repair 9=Dlt   [⬇]
```
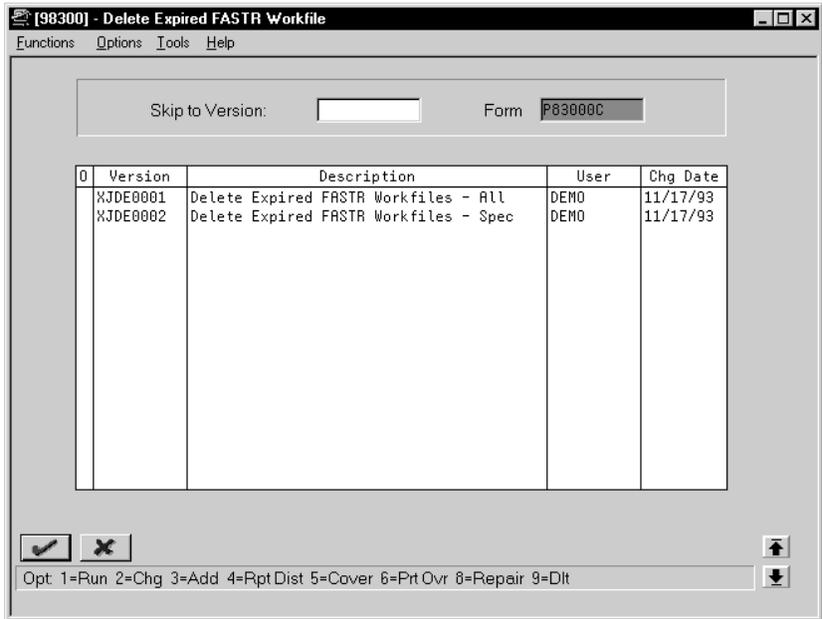
1. Enter 3 next to the DREAMWriter version that you want to copy.

2. Press Enter until you access Data Selection.

```
[98302] - Data Selection                                            _ □ ✕
Functions   Tools   Help

                                            Form ID      P83000C
              Delete Expired FASTR Workfiles - All   Version      0001


       I          Explanation          . . Selection . .
       N                               Rel.       Value
       Y  Program ID . . . . . . . . . . . . . . . EQ   *ALL
   And Y  Version. . . . . . . . . . . . . . . . . EQ   *ALL


    [✔]  [✖]                                              [⬆]
    F4=Extra Data   F5=Updt w/Redisplay   F16=Display All Data Fields   [⬇]
```
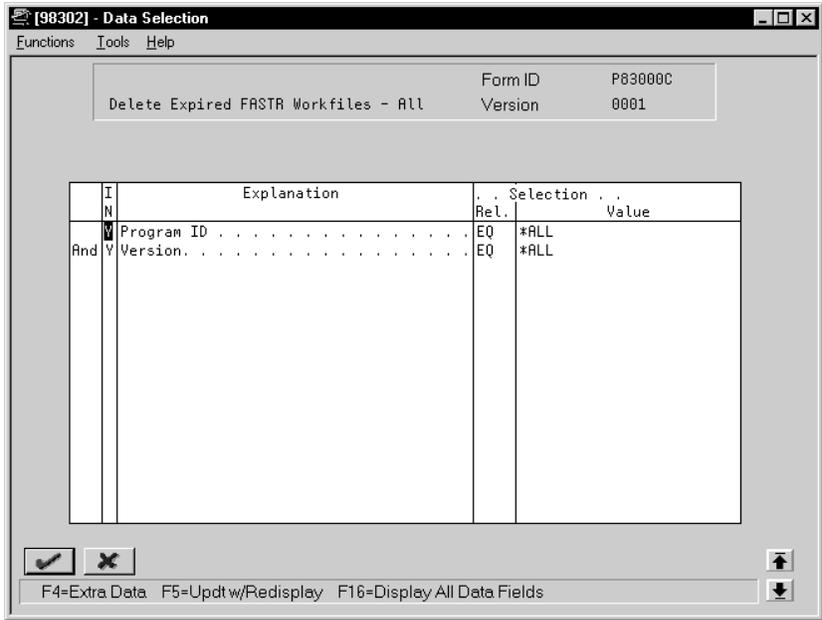
3. On Data Selection, enter the form identification in the following field:

    *   Program ID

4. Complete the following field:

    *   Version

5. Press Enter until you access Delete Expired FASTR Workfile.

6. Enter 1 next to the DREAMWriter version that you want to run.

FASTR Maintenance Considerations

Objectives

- To use row optimization
- To copy FASTR versions
- To run multiple versions

About FASTR Maintenance Considerations

FASTR maintenance considerations consists of a variety of tasks that explain how you can save time when working with a version. These considerations include:

- Making your system run more efficiently. For example, you can set up your system to run multiple versions. The system accesses data for all versions at the same time, instead of accessing data for each version separately.

- Enabling you to work more efficiently. For example, you can customize the General Specifications form to suppress, or hide, all of the fields that you do not use. This saves you time when you search for the fields that you do use.

FASTR maintenance considerations consist of:

❑ Working with row optimization

❑ Running multiple versions

❑ Customizing General Specifications

❑ Copying parameters

❑ Working with specifications

Work with Row Optimization

From the FASTR menu (G83), choose *Financial Statements*.

Working with Row Optimization

You can evaluate how efficiently your report runs and make improvements where possible by working with row optimization.

A version can contain the following types of rows:

- Clean
- Irrelevant
- Dirty

Clean rows are rows that are set up properly and run as efficiently as possible. The majority of rows in your version should be clean.

A version usually contains some irrelevant rows, such as calculations. These are rows that must be set up one way only and take the same amount of time to run in all situations.

Your version might contain dirty rows, which are rows that take a long time for the system to process and can be set up to run more efficiently. Your version should not contain any dirty rows. You can eliminate dirty rows by redefining them.

Working with row optimization consists of:

❑ Determining processing time

❑ Decreasing processing time

Determining Processing Time

You can determine processing time by creating a job log. The report from the job log includes the following information:

- The number of dirty rows.

- The number of inclusion tests, that is, how many times the system must read each row. An inclusion test informs you how inefficient a row is. The less efficient the row, the longer it takes for the system to read each row.

If your report takes an extensive amount of time to process, you can improve the processing time by cleaning your report. To do this, you identify which rows are not set up properly and change them so that they run more efficiently.

Before You Begin

❑ Ensure that you have the authority to create a job log by consulting your MIS department

▶ **To determine processing time**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Additional Parameters.

3. On Additional Parameters, enter Y in the following field:

   - Hold on Job Queue

4. Press Enter until you return to Financial Statements.

5. On Financial Statements, choose Run next to your version.

6. Return to the FASTR menu.

7. Enter 33 to access Work with Submitted Jobs.
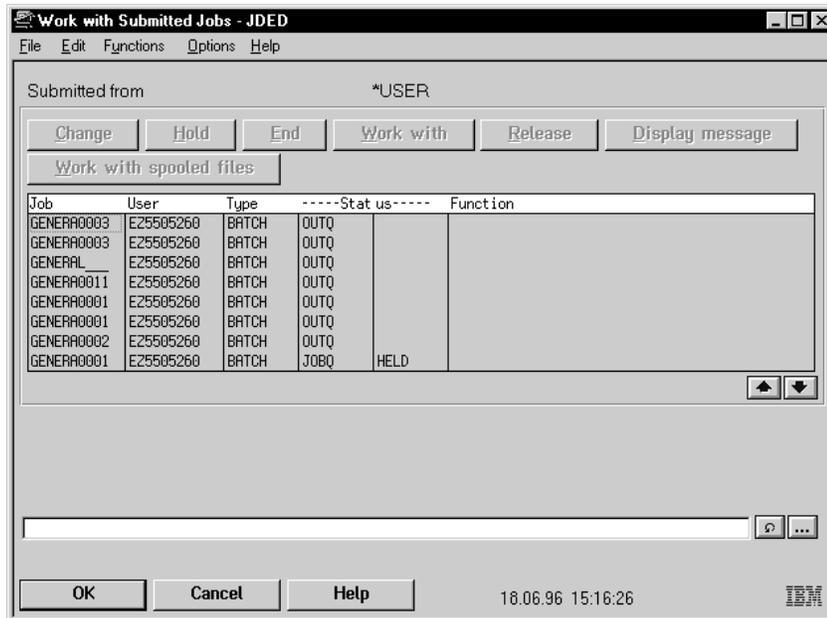
8. On Work with Submitted Jobs, highlight your version and click Change to access Change Job.

```
Change Job (CHGJOB)                                              _ □ ✕
File  Edit  Functions  Help

Job name                        GENERA0002
  User                          EZ5505260
  Number                        918244
Job priority (on JOBQ)          [*SAME  ▼]        0-9
Output priority (on OUTQ)       [5      ▼]        1-9
Print device                    [*SAME  ][...]    Name
Output queue                    [*SAME  ][...]    Name
  Library                       [       ▼]        Name
Run priority                    [*SAME  ▼]        1-99




                                                          [▲]

   [  OK  ]    [ Cancel ]    [  Help  ]    [ Advanced ]      IBM
```

9. On Change Job, press the Additional Parameters function to access the detail area.

```
Change Job (CHGJOB)                                              _ □ ✕
File  Edit  Functions  Help

Job name                        GENERA0002
  User                          EZ5505260
  Number                        918244
Job priority (on JOBQ)          [*SAME  ▼]        0-9
Output priority (on OUTQ)       [5      ▼]        1-9
Print device                    [*SAME  ][...]    Name
Output queue                    [*SAME  ][...]    Name
  Library                       [       ▼]        Name
Run priority                    [*SAME  ▼]        1-99

                       Additional Parameters

Job queue                       [*SAME  ▼]        Name
  Library                       [       ▼]        Name
Print text                      [*SAME          ]

                                                       [▲][▼]

   [  OK  ]    [ Cancel ]    [  Help  ]                     IBM
```

10. Page down until you access Change Job.
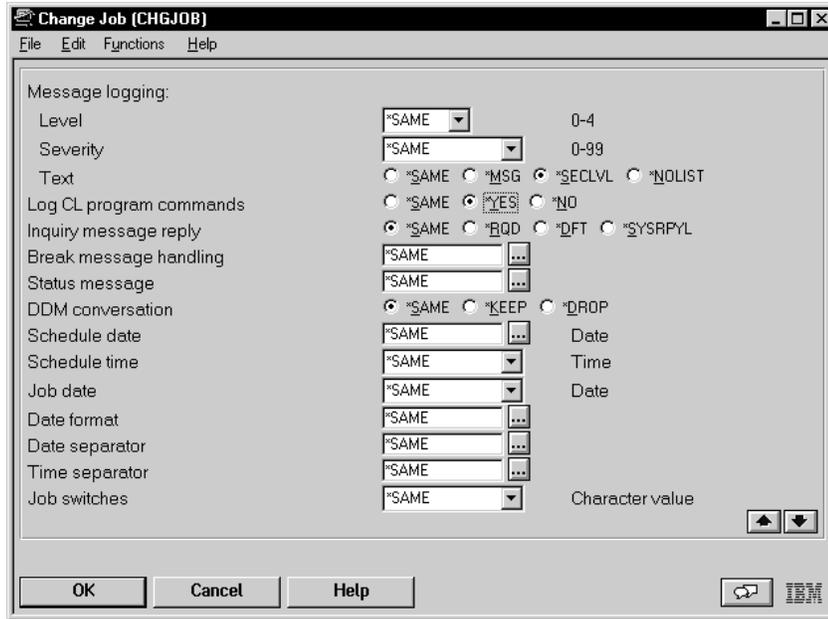
11. On Change Job, click the *SecLvl option for the following:

  - Text

12. Click the *Yes option for the following:

  - Log CL Program Commands

13. Press Enter to return to Work with Submitted Jobs.

14. On Work with Submitted Jobs, highlight your version and click Release to release the job.

Decreasing Processing Time

You decrease processing time by cleaning the dirty rows in your version. To do this, you view the job log to identify the number of dirty rows in your version. Then, you return to the forms where those rows were originally defined and redefine them so that they run more efficiently.

The following example illustrates a dirty row. It is dirty because multiple ranges are assigned to a single row code.

Row Nbr	Row Heading	Prt Ind	LT	Row Code	Account Ranges or Calculations
002	Sales	Y	*	AR	5005 5080
					5100 5140
					5150 5155

The following example illustrates clean rows. A single account range is assigned to each row code.

Row Nbr	Row Heading	Prt Ind	LT	Row Code	Account Ranges or Calculations
002	Sales	N	*	AR	5005 5080
003	Sales	N	*	AR	5100 5140
004	Sales	N	*	AR	5150 5155
005	Sales	Y		C	R2 W
					R5

Before You Begin

❑ Create a job log to determine how many dirty rows exist

▶ **To decrease processing time**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select the forms that contain the rows you want to change.

3. As the forms appear, make the appropriate rows more specific.

Run Multiple Versions

From Computer Assisted Design (G92), enter 3
From Menus (G901), choose Revisions

Running Multiple Versions

To save time, you can run multiple versions simultaneously. Running multiple versions is more efficient than running the versions separately because, if you are using the Work File Save feature, the system retrieves the data for all of the versions at the same time, rather than one at a time.

Running multiple versions consists of:

- Creating the percent menu
- Adding the percent menu to another menu
- Running the versions

What You Should Know About

Running multiple versions	When running multiple versions, each version must have the Mandatory Processing Option field on Additional Parameters set to N. Multiple versions are typically run during off-peak hours. If the processing option is set to Y, the system prompts you for a reply. If no reply is given, the procedure is halted.
Long reports	If you include too many lengthy reports in the same job, the system requires a substantial amount of time to process them.

The first menu selection If you are using the Work File Save feature, you can choose the first of the 24 menu selections on Revisions so that the system saves the workfile. You can have the other FASTR versions use the saved workfile. This decreases processing time and improves performance.

Alternatively, you can use the Group Jobs feature. However, this is not as efficient as the Work File Save feature.

▶ **To create the percent menu**

You create percent (%) menus to list all the versions that you are preparing to run. The system submits only the versions listed on this menu.

On Revisions
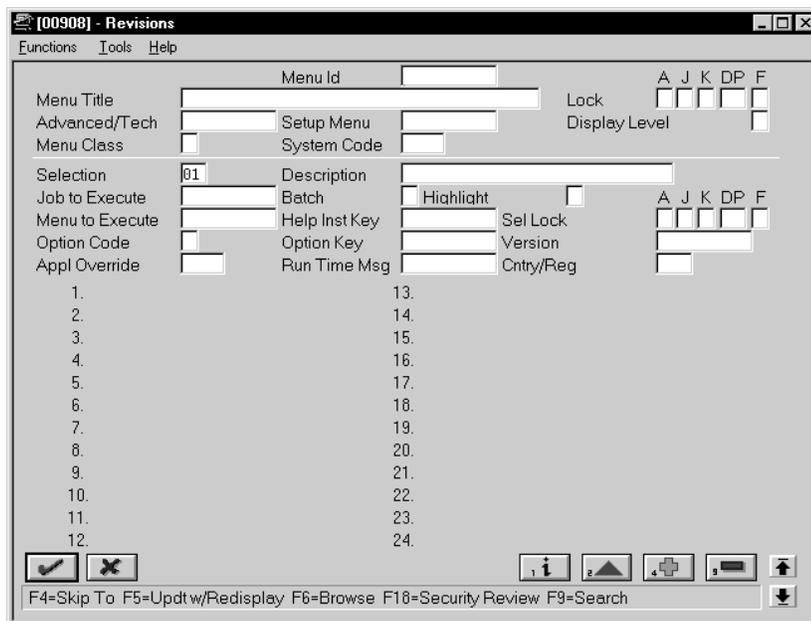
1. Enter a percent sign (%) followed by a descriptive title in the following field:

   • Menu ID

2. Do one of the following:

   • To run a column report, enter J83410 in the following field:

      • Job to Execute

   • To run a row report, enter J83500 in the following field:

      • Job to Execute

3. Enter 2 in the following field:

- Option Code

4. Enter 1 in the following field:

- Batch

5. Enter the form ID in the following field:

- Option Key

6. Complete the following fields:

- Menu Title

- Description

- Highlight

- Version

Field	Explanation
Menu Id	The menu name, which can include up to nine characters. J.D. Edwards standards are: - Menu numbers are preceded with a G prefix. - The two characters following the prefix are the system code. - The next characters further identify the menu. - The 4th character specifies a specific skill level. - The 5th character distinguishes two menus of the same system with the same skill level. For example, the menu identification G0911 specifies the following: G Prefix 09 System code 1 Display level/skill level 1 First menu . . . . *Form-specific information* . . . . The percent menus are not required to follow the G naming convention but they are required to start with a %, such as %MONTHEND.

Field	Explanation
Job to Execute	The specific job or program number to run. In the interest of consistency, all programs set up on a menu are executed through Control Language (CL). Therefore, you can execute only two types of jobs - menus and jobs. Programs are never executed directly from the menu as they must be enclosed in CL. Job numbers always begin with a J followed by the job number. Menu numbers are always preceded with an asterisk (*). For example: • J01011 — Address Book Information • *A01 — Address Book Menu Never access a program directly, such as P01011 — Address Book Information. . . . . *Form-specific information* . . . . For column only versions, use J83410. For row versions, use J83500.
Batch	This code designates the method of execution, as follows: 0 Interactive or Video 1 Batch 2 Delayed (display a form to gather information and submit to batch) 3 Interactive with return value containing fast path menu instruction If your menu selection is using the DREAM Writer and the DREAM Writer is a report: • Enter 0 if you are not specifying a DREAM Writer version number. If version number is blank, the DREAM Writer Versions List is displayed. You can then submit a job to batch from this list. In addition, enter 0 if your menu selection is for an online program because online displays cannot be submitted to the batch. • Enter 1 if you are specifying a DREAM Writer version number. • Enter 2 if your menu selection displays a form and then submits it to the batch. A 2 displays a submitted-to-batch message.
Option Key	For World, the menu option key refers to the report version form ID. This ID is used either by this processing option or by the report version set up for the program being executed. For OneWorld, the Group identifies the name of the UBE that will be run for this menu selection. . . . . *Form-specific information* . . . . This field is form ID specific, such as GENERAL, JOB COST, and so on.
Menu Title	A text description of the menu.

Field	Explanation
Selection	Used to determine the order of menu items and allow them to be selected by this number.
Menu Text	Contains menu titles and menu selection descriptions.
Highlight	Specifies whether the selection number or both the number and description are highlighted when entering menu selections. The selection number is normally set to high intensity when the selection is driven by processing options. The menu level field in user information determines whether the menu selection is highlighted. The field values function as follows: 0 Normal intensity 1 Selection number high intensity 2 Selection number and description high intensity
Version	Version identifies a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alpha and numeric characters. Versions that begin with 'XJDE' or 'ZJDE' are set up by J.D. Edwards.

What You Should Know About

Menu selections   You must complete the menu selection fields on Revisions in sequential order. If you do not complete a field, the program stops running at that particular menu selection.

▶ **To add the percent menu to another menu**

After you create a percent menu, you must add it as a selection on any J.D. Edwards menu to which you have access, except for other percent menus. For example, you might add %MONTHEND as a selection on the General Accounting Close menu.

On Revisions

1. Enter the menu to which you are adding your percent menu in the following field:

   • Menu ID

2. To designate where you want the percent menu to appear, complete the following field:

   • Selection

3. Enter J81900 in the following field:

- Job to Execute

4. Enter 2 in the following field:

   - Option Code

5. Enter 1 in the following field:

   - Batch

6. Enter the percent menu name in the following field:

   - Option Key

7. Enter XJDE0001 in the following field:

   - Version

8. Complete the following fields:

   - Description
   - Highlight

What You Should Know About

Running more than 24 jobs	J.D. Edwards recommends that you do not add more than 24 jobs because this significantly slows processing time. However, if you do need to run more than 24 jobs, you can create a second percent menu and add it as menu selection 24 on the first percent menu that you set up.

▶ **To run the versions**

To submit the list of versions on your percent menu for processing, you run the menu selection of the percent menu job. The versions appear as one job on your job queue.

On Revisions

1. Access the menu to which you added your percent menu.

2. Complete the following field with the number that you assigned to your percent menu:

   - Selection

Customize General Specifications

Customizing General Specifications

You can customize General Specifications to prevent the system from duplicating fields on the form.

For example, the General Specifications form accesses information from the following tables:

- Business Unit Master (F0006)
- Account Master (F0901)
- Account Balances (F0902)
- Address Book Master (F0101)

The Company field appears in the first three tables and, as a result, appears on General Specifications three times. You only need one Company field. To prevent the Company field from appearing three times, you hide the fields in two of the tables.

Customizing General Specifications consists of:

- Customizing General Specification values
- Locating a field name from the table

What You Should Know About

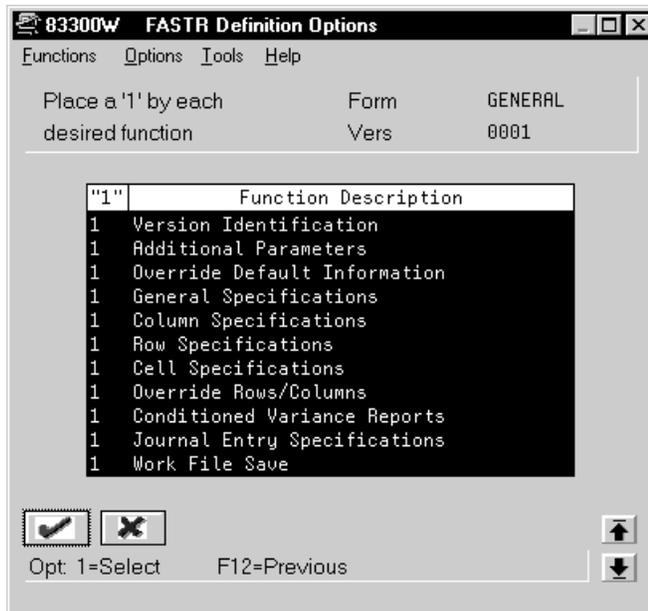|	
Hiding fields	If a field is used in a version and then hidden at a later time, the system creates a joblog report.

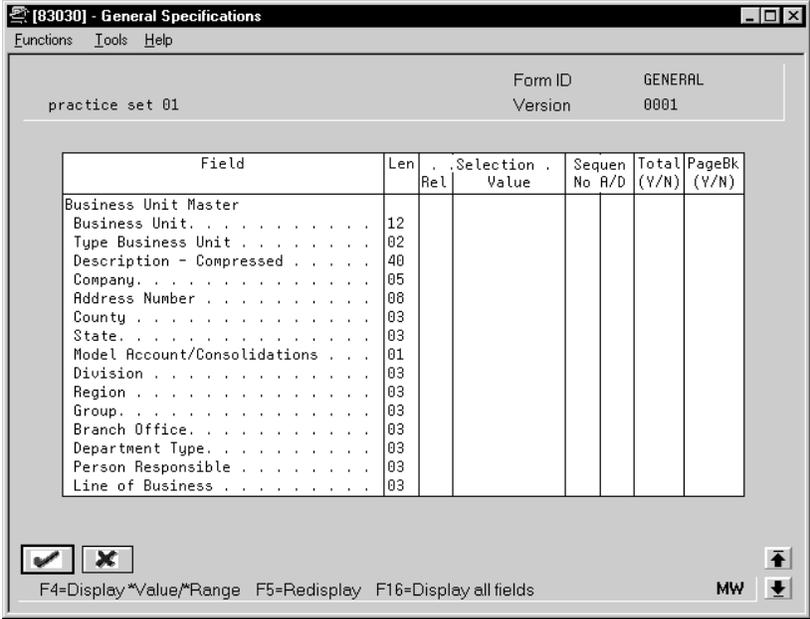▶ **To customize General Specification values**

You define which fields to hide in the user defined code list (83/FS). Any fields that appear on Field Suppression - FASTR will not appear on General Specifications.
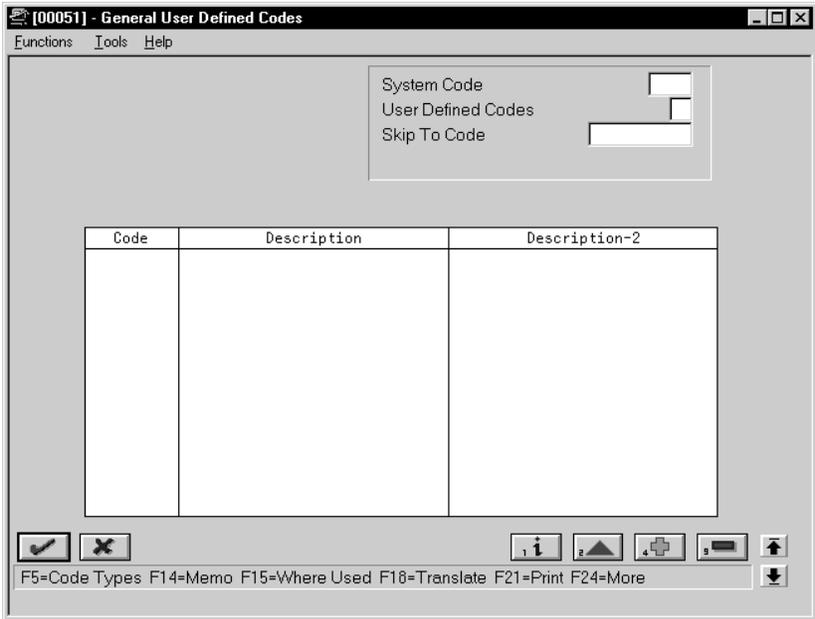
On Financial Statements

1. Access FASTR Definition Options.

```
83300W    FASTR Definition Options              _ □ ✕
Functions   Options  Tools  Help

   Place a '1' by each          Form      GENERAL
   desired function             Vers      0001


       "1"            Function Description
       1    Version Identification
       1    Additional Parameters
       1    Override Default Information
       1    General Specifications
       1    Column Specifications
       1    Row Specifications
       1    Cell Specifications
       1    Override Rows/Columns
       1    Conditioned Variance Reports
       1    Journal Entry Specifications
       1    Work File Save


   ✔   ✖                                          ⬆
 Opt: 1=Select      F12=Previous                   ⬇
```
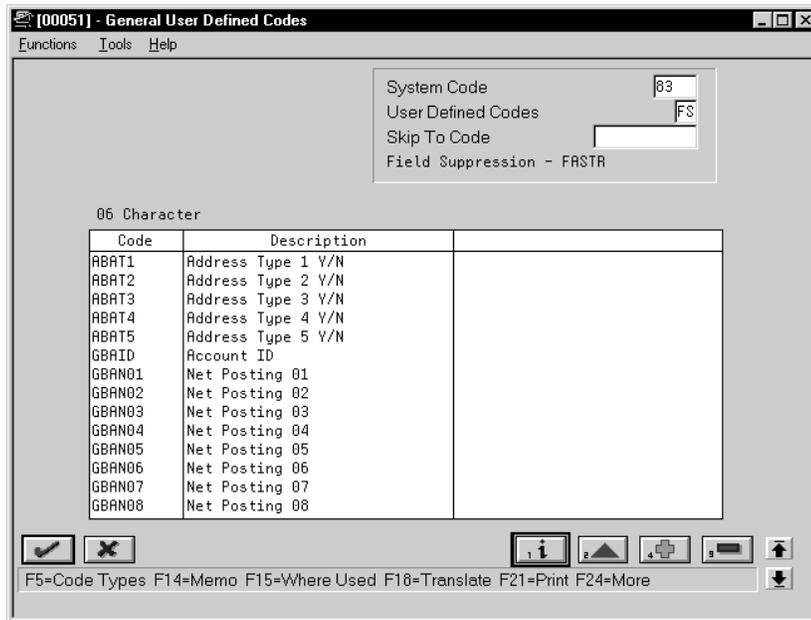
2. On FASTR Definition Options, select General Specifications.

```
[83030] - General Specifications                                    _ □ X
Functions   Tools   Help

                                        Form ID      GENERAL
        practice set 01                 Version      0001

    ┌─────────────────────────┬───┬────┬──────────┬──────┬─────┬──────┐
    │           Field         │Len│ . .│.Selection.│Sequen│Total│PageBk│
    │                         │   │Rel │  Value   │No A/D│(Y/N)│(Y/N) │
    │ Business Unit Master    │   │    │          │      │     │      │
    │  Business Unit. . . . . . . . . .│12 │    │          │      │     │      │
    │  Type Business Unit . . . . . . . .│02 │    │          │      │     │      │
    │  Description - Compressed . . . . .│40 │    │          │      │     │      │
    │  Company. . . . . . . . . . . . .│05 │    │          │      │     │      │
    │  Address Number . . . . . . . . . .│08 │    │          │      │     │      │
    │  County . . . . . . . . . . . . .│03 │    │          │      │     │      │
    │  State. . . . . . . . . . . . . .│03 │    │          │      │     │      │
    │  Model Account/Consolidations . . .│01 │    │          │      │     │      │
    │  Division . . . . . . . . . . . . .│03 │    │          │      │     │      │
    │  Region . . . . . . . . . . . . .│03 │    │          │      │     │      │
    │  Group. . . . . . . . . . . . . .│03 │    │          │      │     │      │
    │  Branch Office. . . . . . . . . . .│03 │    │          │      │     │      │
    │  Department Type. . . . . . . . . .│03 │    │          │      │     │      │
    │  Person Responsible . . . . . . . .│03 │    │          │      │     │      │
    │  Line of Business . . . . . . . . .│03 │    │          │      │     │      │
    └─────────────────────────┴───┴────┴──────────┴──────┴─────┴──────┘

   [✔]  [✖]                                                      ⬆
   F4=Display *Value/*Range  F5=Redisplay  F16=Display all fields   MW  ⬇
```

3. On General Specifications, identify the fields that you do not want to display.

4. Return to the FASTR menu.

5. On the FASTR menu, enter UDC on the command line to access General User Defined Codes.

```
[00051] - General User Defined Codes                               _ □ X
Functions   Tools   Help

                                   System Code          [    ]
                                   User Defined Codes    [   ]
                                   Skip To Code        [      ]

        ┌──────┬──────────────────┬─────────────────────┐
        │ Code │   Description    │    Description-2     │
        │      │                  │                     │
        │      │                  │                     │
        │      │                  │                     │
        │      │                  │                     │
        │      │                  │                     │
        │      │                  │                     │
        │      │                  │                     │
        │      │                  │                     │
        └──────┴──────────────────┴─────────────────────┘

  [✔] [✖]                          [₁i] [₂▲] [₄✚] [₃▬]   ⬆
  F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More  ⬇
```

6. On General User Defined Codes, enter 83 in the following field:

   • System Code

7. Enter FS in the following field:

> • User Defined Codes

8. Access the detail area by pressing Enter.


```
[00051] - General User Defined Codes                        _ □ ×
Functions   Tools   Help

                                    System Code            83
                                    User Defined Codes        FS
                                    Skip To Code
                                    Field Suppression - FASTR


        06 Character
            Code    |      Description
        ABAT1       | Address Type 1 Y/N
        ABAT2       | Address Type 2 Y/N
        ABAT3       | Address Type 3 Y/N
        ABAT4       | Address Type 4 Y/N
        ABAT5       | Address Type 5 Y/N
        GBAID       | Account ID
        GBAN01      | Net Posting 01
        GBAN02      | Net Posting 02
        GBAN03      | Net Posting 03
        GBAN04      | Net Posting 04
        GBAN05      | Net Posting 05
        GBAN06      | Net Posting 06
        GBAN07      | Net Posting 07
        GBAN08      | Net Posting 08

  F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More
```

9. Delete the information that you do not want to hide or add information that you want to hide in the following fields:

> • Code

> • Description

The 6-character code is the field name that is accessed from one of the following tables:

> • Address Book

> • Account Balances

> • Account Master

> • Business Unit

▶   **To locate a field name from the table**

From a command line on any menu

1. Enter 40 to access File Field Descriptions.

```
╔═ 98FFD      File Field Descriptions      S/FMT      _ □ ×
 Functions   Options  Tools  Help

  File and Libr:        F0902

  ┌─────────────────────────────────────────────┐
  │                                             │
  │                                             │
  │                                             │
  │                                             │
  │                                             │
  │                                             │
  │                                             │
  └─────────────────────────────────────────────┘

  ┌───┐ ┌───┐                                  ┌▲┐
  │ ✔ │ │ ✖ │                                  └─┘
  └───┘ └───┘                                  ┌▼┐
  Opt: 2=Dictionary 4=Sel F15=Resequence F3=Return └─┘
```
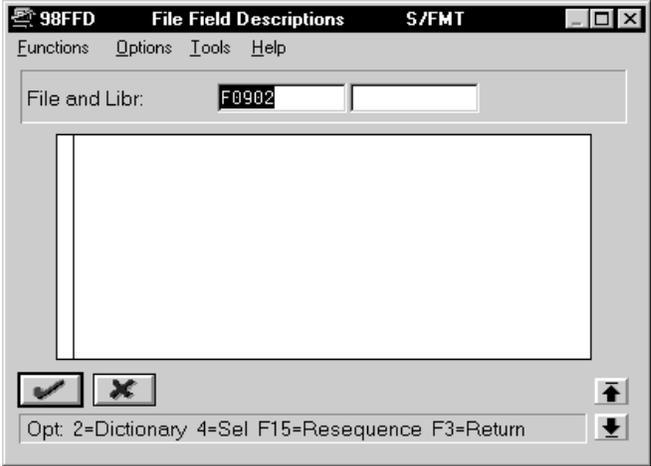
2. On File Field Descriptions, complete the following field:

    • File

```
╔═ 98FFD      File Field Descriptions      S/FMT      _ □ ×
 Functions   Options  Tools  Help

  File and Libr:        F0902      PUBDTA73    PF

  ┌─────────────────────────────────────────────┐
  │ I0902      - Account Balances               │
  │ GBAID      Account ID . . . . . A    8     1│
  │ GBCTRY     Century. . . . . . . S    2 0   9│
  │ GBFY       Fiscal Year. . . . . S    2 0  11│
  │ GBFQ       Fiscal Quarter (Obso A    4     13│
  │ GBLT       Ledger Type. . . . . A    2    17│
  │ GBSBL      Subledger. . . . . . A    8    19│
  │ GBCO       Company. . . . . . . A    5    27│
  │ GBAPYC     Bal FWD. . . . . . . P   15 0  32│
  │ GBAN01     Net Posting 01 . . . P   15 0  40│
  └─────────────────────────────────────────────┘
  ┌───┐ ┌───┐                                  ┌▲┐
  │ ✔ │ │ ✖ │                                  └─┘
  └───┘ └───┘                                  ┌▼┐
  Opt: 2=Dictionary 4=Sel F15=Resequence F3=Return └─┘
```

3. Use the scroll keys to locate the field name for which you are searching.

Field	Explanation
User Defined Codes	Identifies the table that contains user defined codes. The table is also referred to as a code type.
Code	This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.
Description	A user defined name or remark. Use this field to describe the customer or class of customers who will use the execution list.

Copy Parameters

From FASTR (G83), enter 29
From Technical Operations (G8331), choose Copy/Move FASTR Parameters

Copying Parameters

To transfer a version, you copy its parameters from a test environment to a live environment or from one form ID to another. This eliminates the need for you to have to recreate the version manually.

You can copy all parameters for a form ID:

- To a different form ID in the same library
- To the same form ID in a different library
- To a different form ID in a different library

The following example defines how to copy a FASTR form in the same library. You copy a FASTR form when you are using the same report for multiple companies. You are using the same report, but you assign the report different form IDs to differentiate between each of the companies.

```
From Library . . . *LIBL
To Library . . . . . *LIBL
From Form ID  . . FORM 1
To Form ID . . . . FORM 2       (blank = Form ID)
```

The following example defines how to copy parameters for a form to a different library. You copy the parameters for a form into a different library when you have set up a test environment and decide to transfer it into a live environment.

```
From Library . . . LIBRARY1
To Library . . . . . LIBRARY2
From Form ID. . . FORM 1
To Form ID . . . . _____   (blank = Form ID)
```

▶ **To copy FASTR parameters**

On Copy/Move FASTR Parameters

```
┌─────────────────────────────────────────────────────────────┐
│ ☎ [98790] - Copy/Move FASTR Parameters            _ □ ✕      │
│ Functions  Tools  Help                                        │
│ ┌───────────────────────────────────────────────────────┐   │
│ │                                                         │   │
│ │   From Library            │*LIBL   │                    │   │
│ │   To Library              │*LIBL   │                    │   │
│ │   From Form ID            │GENERAL │                    │   │
│ │      Version Range Start  │XJDE0001│                    │   │
│ │      Version Range End    │XJDE0010│                    │   │
│ │   To Form ID              │BALANCE │ (blank = From ID)  │   │
│ │   Add or Replace          │A│       (A,R)               │   │
│ │                                                         │   │
│ └───────────────────────────────────────────────────────┘   │
│                                                        ⬆      │
│ ┌─┐ ┌─┐                                                       │
│ │✔│ │✕│                                                       │
│ └─┘ └─┘      F3=Exit                                   ⬇      │
└─────────────────────────────────────────────────────────────┘
```
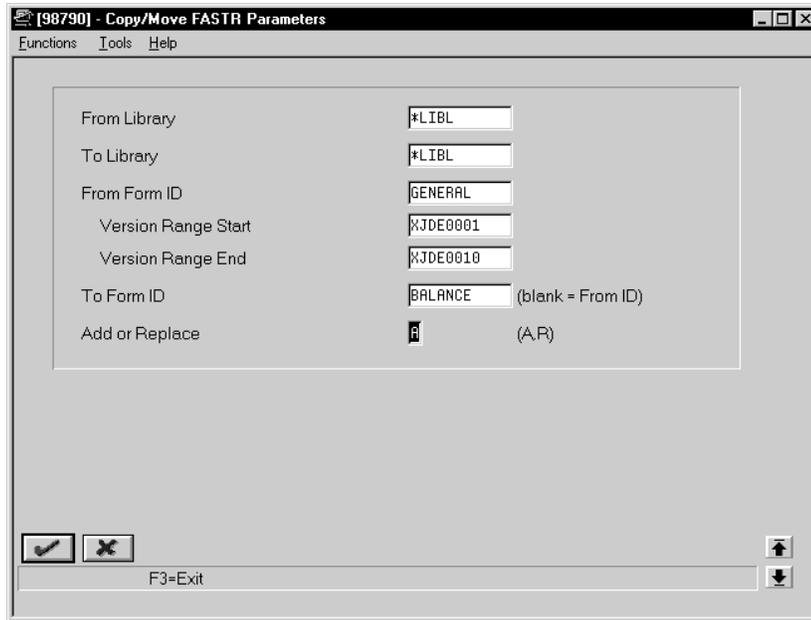
1. Complete the following fields:

    ● From Library

    ● To Library

    ● From Form ID

    ● To Form ID

    ● Add or Replace

2. Complete the following optional fields:

    ● Version Range Start

    ● Version Range End

Field	Explanation
Add or Replace	Specifies whether the versions you copy replace the versions in the To Form ID or are added to the list of existing versions. Valid codes are: A Add the versions to the current versions list. This is the default value. R Delete all existing versions in the Form ID being copied to and then copy the specified versions, keeping their current version numbers.

Field	Explanation
Version Range Start	Determines the lowest version number to be copied from the From Form ID field to the To Form ID field. You must enter an appropriate Version Range Start, for example, ZJDE0001. . . . . *Form-specific information* . . . . If you are using either of the copy functions from ASI Work with Instructions programs, you can determine the available versions in the JDFDATA library by viewing the new version from the ASI Inquiry/Update form. If you are using the Copy/Move DW Parameters from G81, you need to know the beginning version number you want to copy.
Version Range End	Determines the highest version number to be copied from the From Form ID field to the To Form ID field. You must enter an appropriate Version Range End, for example, ZJDE9999. . . . . *Form-specific information* . . . . If you are using either of the copy functions from ASI Work with Instructions programs, you can determine the available versions in the JDFDATA library by viewing the new version from the ASI Inquiry/Update form. If you are using the Copy/Move DW Parameters from G81, you need to know the ending version number you want to copy.

What You Should Know About

The Add or Replace field If you enter R in the Add or Replace field, you replace all the versions in the To form with those in the From form. Be careful not to replace any version in the To form that you want to keep.

Work with Specifications

Working with Specifications

You work with specifications to manage your version. For example, you can determine who accesses your version and which functions they can perform. In addition, you can set up your version so that it runs more efficiently.

Working with specifications consists of:

- ❑ Printing specifications

- ❑ Reviewing row and column overrides

- ❑ Managing version lists

- ❑ Securing versions

- ❑ Understanding naming conventions

- ❑ Increasing performance

Printing Specifications

From the FASTR Technical Operations menu (G8331), choose *Print FASTR Specifications*.

You use the Print Specifications program to print only the specifications of one or more versions. You are not required to process the FASTR report.

▶ **To print specifications**

On Print FASTR Specifications
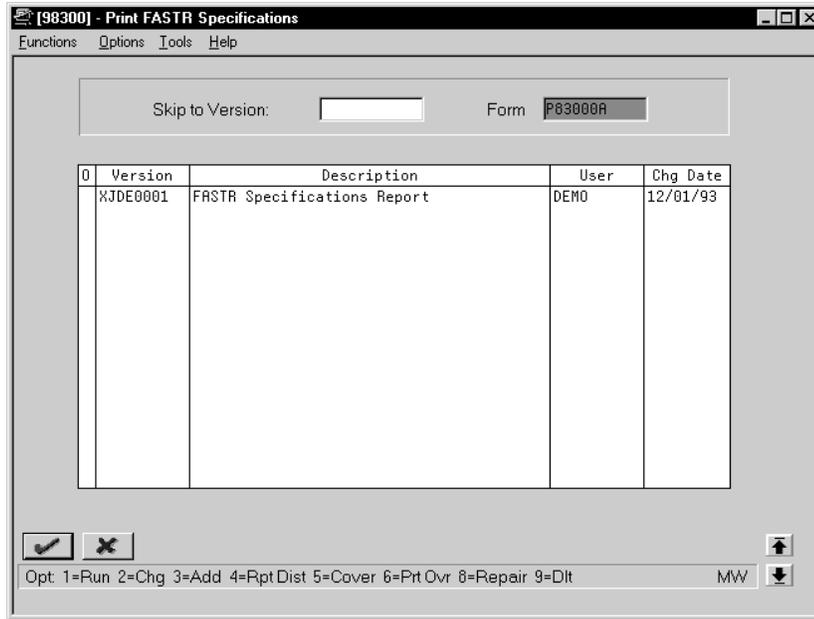
1. Enter 3 in the following field next to the demo version that you want to copy:

   - Option

2. Press Enter until you access Data Selection.
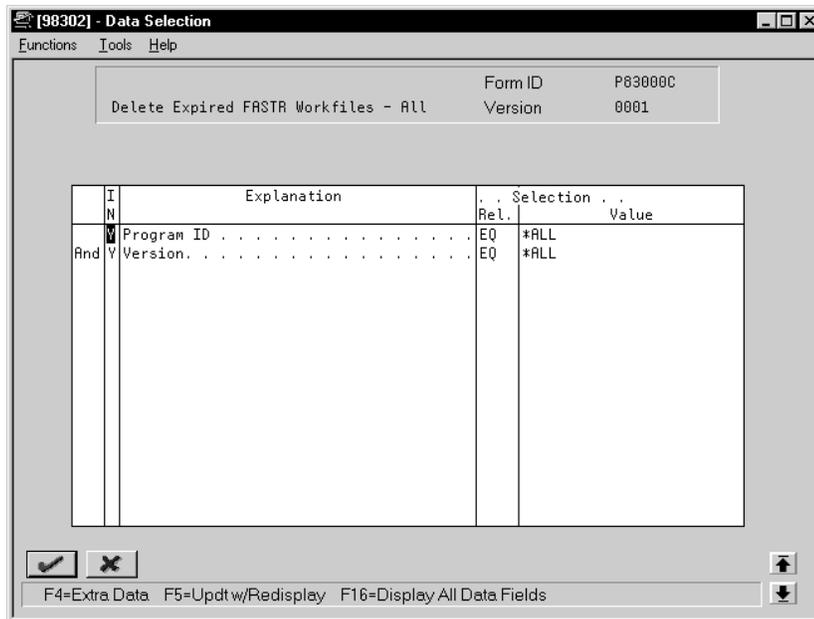
3. On Data Selection, complete the following fields:

   - Program ID

   - Version

Reviewing Row and Column Overrides

From the FASTR Technical Operations menu (G8331), choose *FASTR Version Cross-Reference*.

To identify which versions are connected to other versions, you review row and column overrides. You review the overrides so that you can change or delete them, if necessary.

You can borrow row and column specifications from master FASTR versions. This eliminates a large percentage of the maintenance you perform on multiple versions. When you make a few changes to the chart of accounts, you only need to change a few versions instead of making numerous changes in each of the versions to which the changes apply. You can create a report to cross-reference which versions are borrowing specifications from the master version.

▶   **To review row and column overrides**

On FASTR Version Cross-Reference

1. Choose Add next to the DEMO version with the row and column overrides that you want to review.

2. Press Enter until Data Selection appears.

```
[98302] - Data Selection                                    _ □ X
 Functions   Tools   Help

                                        Form ID      P83000B
             FASTR Version Cross-Reference  Version  0001


      I               Explanation            . . Selection . .
      N                                      Rel.        Value
      Y Program ID . . . . . . . . . . . . . .EQ  *ALL
  And Y Version. . . . . . . . . . . . . . . .EQ  *ALL








  ✔   ✘                                                         ⬆

 F4=Extra Data   F5=Updt w/Redisplay   F16=Display All Data Fields  ⬇
```
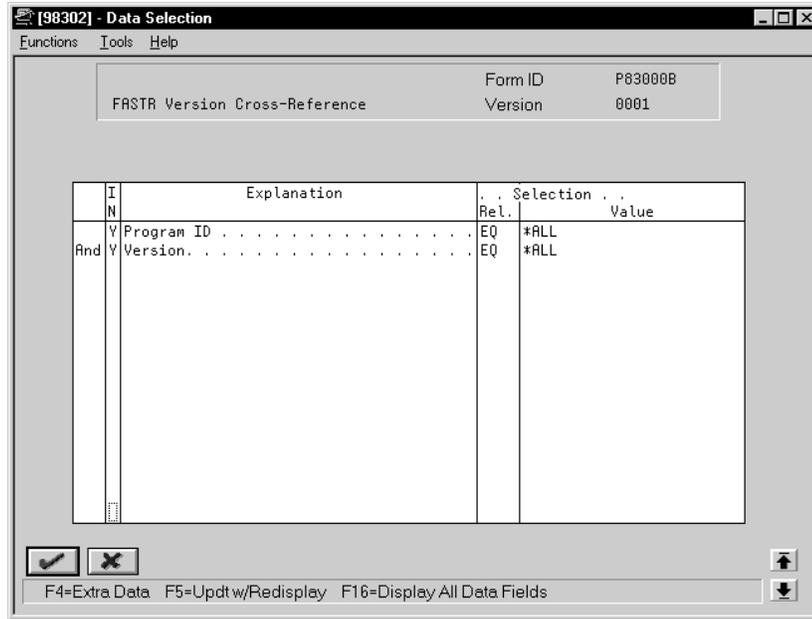
3. On Data Selection, complete the following fields for Program ID and Version:

   - Relationship

   - Value

   In the Program ID row, enter the form ID of the version number of the version for which you want to verify the rows and columns that are being borrowed.

Managing Version Lists

From the FASTR menu (G83), choose *Financial Statements*.

You maintain version lists to:

- Organize the versions into meaningful categories.

- Move the versions that you work with most frequently to the top of your list. You do this by renaming the version.

- Identify when your version was last submitted.

▶ **To manage a version list**

On Financial Statements

1. To access Rename Version, complete the following field next to the version that you want to rename:

   - Option

2. On Rename Version, complete the following field and press Enter:

   - Enter New Version Name

   Your version appears on the versions list in alphanumerical order.

Field	Explanation
Enter New Version Name |	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers.
	For OneWorld, the name of the version. It is created when the version is added.

What You Should Know About

Accessing your versions — To access only the versions that you created, press the Display All Versions/User Versions Only function. This temporarily hides all other versions so that you can locate your versions quickly. This is especially useful when numerous versions exist on your system.

Verifying the date of version submittal — To verify the date of the last time your version was submitted, press the Display Last Execution/Change Date function.

Securing Versions

From the FASTR menu (G83), choose *Financial Statements*.

To control who has access to your versions and which functions they can perform, secure the versions. This is important because many FASTR versions contain sensitive information, such as payroll accounts or expenditures.

▶ **To secure a version**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Additional Parameters.

3. On Additional Parameters, complete the following field:

    ● User Exclusive

Field	Explanation
User Exclusive (0/1/2/3)	This field allows you to restrict user access for a report version.
	For World, the valid values are:
	0 No security. Anyone can change, copy, delete, or run the version. This is the default when adding a new version.
	1 Medium security. Only the user who created the version can change or delete it. All users can copy or run the version. This is how the JDE Demo versions are delivered.
	2 Medium to full security. Only the user who created the version can change, delete, or run it. All users can copy the version.
	3 Full security. Only the user who created the version can change, delete, copy, or run it.
	For OneWorld, the valid values are:
	0 No security. Anyone can design, change processing option values, change detail values, check in, check out, install, transfer, copy, delete, or run the version.
	1 Medium security. Only the Last Modified By can design, change processing option values, change detail values, check in, check out, or delete the version. Anyone can install, copy, transfer, or run the version.
	2 Medium to Full security. Only the Last Modified By can design, change processing option values, change detail values, check in, check out, transfer, delete, or run the version. Anyone can install or copy the version.
	3 Full security. Only the Last Modified By can design, change processing option values, change detail values, check in, check out, install, transfer, copy, delete, or run the version.

What You Should Know About

Menu masking	To secure your versions, you can menu mask (or hide) them. By menu masking your versions, other users cannot access them because they cannot see the versions.

Understanding Naming Conventions

When naming a version, you should:

- Implement report naming standards for all users. For example, enter standard abbreviations for version titles, such as BS for all balance sheets and CO_1 for reports that pertain to company 1.

- Make the version title as descriptive as possible using standard abbreviations that users understand.

- Identify every version with a form ID and version number.

J.D. Edwards recommends that you set up different form IDs for groups of versions. This makes it easier for you to identify which versions need updating.

It is easier to manage several form IDs with few versions than a few form IDs with hundreds of versions because you can locate your version more quickly. You can create new form IDs.

Increasing Performance

You can create a FASTR version using a variety of methods. Some methods are more efficient than others. The following considerations will improve performance for your version:

- Create sequences using General Specifications instead of Row Specifications whenever possible because General Specifications are less complex and more efficient.

- Use dynamic row creation:

    - When you need only level of detail totals

    - When the system does not require interim totals

    - When you have a dynamic chart of accounts

- Use broad, inclusive account ranges instead of narrowly defined account ranges or single account values. For example, use 5000 through 5999 instead of 5100 through 5200. This requires less maintenance because when you add an account within this larger range you are not required to change the parameters.

- Use FASTR model versions to override the specifications in the versions that access the model version. This allows you to change the specifications for many versions at the same time.

- Use the Print Rows When 0 function when creating a report that sequences by business unit to avoid printing accounts that do not belong to a particular business unit. If you run one report that sequences many business units, the report will look as though it is customized for each one. As a result, you can avoid creating a new report for each business unit.

Job Cost Versions

Objectives

- To understand job cost reporting in FASTR
- To create a FASTR version using job cost account structures
- To create a FASTR version using propagation

About Job Cost Versions

You use job cost versions to separate the steps of a business process and to track the cost of those steps. For example, you might use a job cost version to track the cost of cement, lumber, and steel in the construction of a building.

Job cost versions are different from general ledger reports. In the general ledger format, you sort by business unit.object.subsidiary. In the job cost format, you sort by business unit.subsidiary.object or job number.cost code.cost type.

General Ledger	Job Cost
Business Unit ⟷	Job Number (Business Unit)
Object	Cost Code (Subsidiary)
Subsidiary	Cost Type (Object)

You can generate job cost versions using all of the column type, column amount, and row type codes used elsewhere in FASTR reports. The following codes are specific to job cost reporting:

- AC – Account code (Account Master Category Codes 01 through 23)
- D1 through D6 – Job cost dates 1 through 6
- JR – Job cost account range (Subsidiary.Object)
- JV – Job cost account values (Subsidiary.Object)

- MC – Method of computation
- PR – Propagate a column/values
- RP – Propagate a column/range
- UM – Unit of measure

When working with job cost versions, you must enter a period between the subsidiary and object when you enter a range.

Selections or Calculations

89999999 . 9999

You must leave eight spaces when entering object-only accounts so that the system can supply the subsidiary default value.

. 1347

Working with job cost reports consists of:

❏ Understanding budget versions

❏ Understanding column propagation

Job Cost Practice Set Case Study

Reporting structure:

- A Model Construction Management Company – (Company = 00050)
- Job Business Units – (Business Unit Type = JB as set up in class data)

CHART OF ACCOUNTS

Actual Description	Sub	Object
SITE WORK	02000	
Earthwork	02200	
Labor	02200	1340
Regular	02200	1341
Premium	02200	1342
Burden	02200	1343
Materials	02200	1350
Equipment	02200	1355
Subcontracting	02200	1360
Paving and Surfacing	02600	
Labor	02600	1340
Regular	02600	1341
Premium	02600	1342
Burden	02600	1343
Materials	02600	1350
Equipment	02600	1355
Subcontracting	02600	1360
Landscaping	02800	
Labor	02800	1340
Regular	02800	1341
Premium	02800	1342
Burden	02800	1343
Materials	02800	1350
Equipment	02800	1355
Subcontracting	02800	1360
CONTRACT SUMMARY	9000	
Contract Revenue	9000	1379
Contract Biling	9000	1380
Gross Profit in WIP	9000	1390
Recognition Revenue	9000	1391
Recognized Cost	9000	1392

Ledger Types

Actual amounts	AA
Actual units	AU
Budget amounts	JA
Budget units	JU
Purchased amounts/units	PA/PU
Projected final costs/units	HA/HU

Understand Budget Versions

About Budget Versions

You create budget versions to compare the actual amounts of a business process with the budgeted amounts. Budget information for a job can extend for the duration of the job, even if it is more than a year.

The system stores budget information in the Account Balances table (F0902) by the following ledger types:

- JA, for job cost budget amounts
- JU, for job cost budget units

In most instances, jobs are set up with an original budget for the life of the project. Changes to this budget are called change orders.

You create journal entries for budget change orders and post the entries to the Account Ledger table (F0911). The system stores these changes in the Account Balances table (F0902), in the period in which they occurred. There are 14 period net postings.

Add two nonprint columns to calculate a column for total or revised budget, for example, total budget = BO + IC.

When creating a budget version, you need to use the following column amount codes:

- BO – Budget original (BORG)
- IC – Inception to date through current period (used for reporting on budget change orders)

What You Should Know About

Budget amounts	Original budget amounts should remain the same throughout the life of the job or project.

See Also

- *Creating a Version (P83300)*

Understand Column Propagation

About Column Propagation

You propagate columns to copy the same value down a column. This is helpful if you have a value that does not change, such as the actual number of units that you produced. You can propagate the actual number of units down a column so that the actual number of units can be divided by the actual cost of production. This provides you with the cost of every step during production.

To gather values that can be copied down a column, you use one of the following column type codes:

- PR, to propagate a column by values
- RP, to propagate a column by range

These column type codes are valid values for column-only versions. You cannot use these codes in reports with row specifications.

J.D. Edwards recommends that you sequence the report on object or object.subsidiary so that you can access account balances.

See Also

- *Creating a Version (P83300)*

Advanced Features

Advanced Features

Objectives

- To set up and use new column headings
- To set up and use new date titles
- To set up and use special category code features

About Advanced Features

FASTR provides advanced features, such as flexible column headings and levels of detail for account rollup, which enable you to customize your reports.

Advanced features consist of:

❑ Customizing column headings

❑ Setting up custom date titles

❑ Assigning levels of detail to business units

❑ Understanding dependent and concatenated codes

❑ Setting up dependent and concatenated structures

❑ Setting up combination structures

Customize Column Headings

Customizing Column Headings

J.D. Edwards provides standard column headings, which are either complete month names, such as January, February, and March, or abbreviated names, such as Jan, Feb, and Mar.

If you are not able to use standard column headings, which are based on a monthly date pattern, for your FASTR versions, you need to customize your column headings. You might also need to customize your headings if you want text other than the default to appear in your version headings. For example, if you want your version heading to show Period 1 instead of January, you must customize the column heading.

Customizing column headings consists of:

- Defining a column heading type
- Creating the text for a column heading
- Assigning a column heading type to a company
- Attaching a column heading to a report

▶ **To define a column heading type**

To access General User Defined Codes, type UDC on any command line.

On General User Defined Codes

```
[00051] - General User Defined Codes                              _ □ ✕
Functions   Tools   Help

                                    System Code              00
                                    User Defined Codes         PT
                                    Skip To Code
                                    Date Pattern Type

    01 Character
        Code              Description                 Description-2

        1          FASTR Column Headings-Sample 1 Uses Vocab Override R83360M1
        2          FASTR Column Headings-Sample 2 Uses Vocab Override R83360M2










    ✓   ✖                              ,i    ,▲   ,✚   ,▬   ⬆

    F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More   ⬇
```
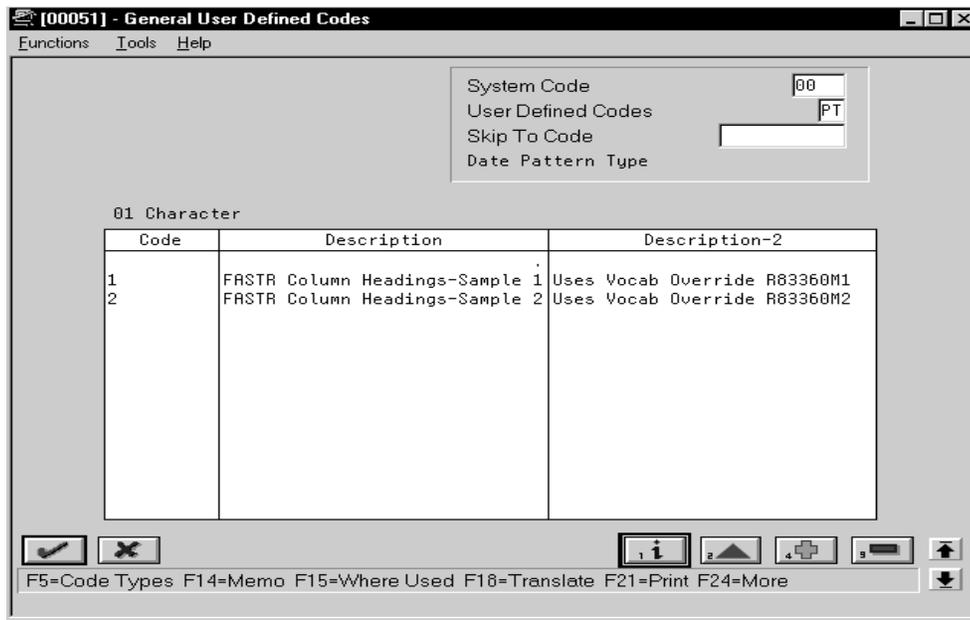
1. Locate the user defined code (00/PT) for date pattern type by completing the following fields:

   - System Code

   - User Defined Codes

2. Complete the following fields:

   - 01 Character Code

   - Description – 1

   - Description – 2

What You Should Know About

The 01 Character Code field	Enter a one-character code to identify a type of monthly column heading. A blank, the default value, identifies the standard monthly column heading (that is, January, February, March, and so on). You create the actual text for the column heading on Vocabulary Overrides.

▶   **To create the text for a column heading**

From Advanced & Technical Operations (G09), choose Run Time Setup
From Run Time Setup (G90), choose Vocabulary Overrides

After you define a type of column heading, you must create a record in
vocabulary overrides. This record includes the actual text that will appear in the
heading.

On Vocabulary Overrides

```
[9220] - Vocabulary Overrides                                    _ □ ✕
Functions   Tools   Help

                                              Language              [  ]
                                              Applic. Override      [  ]
Screen/Report        [R83360A      ]          Skip to Field         [  ]
Default Title        [FASTR Period Numbers - Ones]  Help: Start    [P83360]
Error Text for Line 24                        Help: End            [P83360]
[*SAME                                            ]
Special Exits Message
[                                                 ]

         Text Description          Data Item  O C Pos  Scr Fld
                                              R H +/-  Fld Size
  ** Do Not Use **                                    045
  ** Do Not Use **                                    046
  ** Do Not Use **                                    047
  ** Do Not Use **                                    048
  January                                             049
  February                                            050
  March                                               051
  April                                               052
  May                                                 053
  June                                                054
  July                                                055

  ✔   ✖                              [ i ] [ ▲ ] [ ✚ ] [ ▬ ]   ⬆
  F13=Browse SDA/RDA  F16=Function Key Trans  F9=Display Previous  F24=More   ⬇
```

1. To create the text for a column heading, do one of the following:

   • Locate an existing record and use the Change action

   • Use the Add action

2. Enter R83360x (where x represents the date pattern type code) in the
   following field:

   • Screen/Report

3. Complete the following field:

   • Default Title

4. Enter the full text for periods 1 – 14 in the first 14 fields under the
   following:

   • Text Description

5. To abbreviate period headings when the column size on your report is fewer than 9 characters, enter text in the subsequent 14 Text Description fields.

Field	Explanation
Screen/Report	The identification, such as program number, table number, and report number, that is assigned to an element of software.
Default Title	The vocabulary overrides title used on forms and reports. On forms, the title is retrieved from the Menu table. If a record is not found, then the title is retrieved from the Vocabulary Overrides table. Report titles are retrieved from the DREAM Writer Version ID (F98301).
Text Description	Soft-coded text for all form/report literals. If you want to override this description, verify that the override has a Y. Otherwise, whenever this form/report is changed or a batch rebuild is run, the form or report is automatically updated from information in the data dictionary.

▶ **To assign a column heading type to a company**
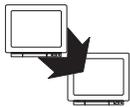
From General Accounting (G09), choose Organization and Account Setup
From Organization and Account Setup (G09411), choose Company Numbers & Names

After you define a type of column heading and create the text for it, you must assign the column heading type to each company. This enables FASTR to place the appropriate column heading on the company's versions.

On Company Numbers & Names

```
[00105] - Company Numbers & Names                              _ □ ×
Functions   Options  Tools  Help

          Skip To Company        [      ]
                                              Currency Setup
                                              . . . . . . . . .
    │O │Co  │        Name          │D │No│ Begin  │Cur│Cur│Cur │Comp│Detl
    │P │    │                      │P │Pd│ Year   │Per│Cod│Bals│ Id │Rstm
    │  │00000│J.D. Edwards & Company    │R│12│01/01/98│ 6│USD│    │    │Z
    │  │00001│A Model Financial Co (Trng)│R│12│01/01/98│12│USD│   │    │
    │  │00007│A Model Payroll Company   │R│12│01/01/98│ 4│USD│    │    │
    │  │00050│A Model Construction Mgmt Co│R│12│01/01/98│ 6│USD│   │    │
    │  │00060│A Model Financial Reporting Co│R│12│01/01/98│ 3│USD│  │    │
    │  │00070│Model Multi-National Corporate│R│12│01/01/98│ 6│BEF│1│ W │
    │  │00071│Model Multi-National France│R│12│01/01/98│ 6│FRF│   │ W │
    │  │00072│Model Multi-National Germany│R│12│01/01/98│ 6│DEM│  │ W │
    │  │00073│Model Multi-National UK   │R│12│01/01/98│ 6│GBP│    │ W │
    │  │00074│Model Multi-National Italy│R│12│01/01/98│ 6│ITL│    │ W │
    │  │00075│Model Multi-National Colombia│R│12│01/01/98│ 6│COP│  │    │Z
    │  │00076│Model Multi-National Singapore│R│12│01/01/98│ 6│SGD│ │ W │
    │  │00077│A Model Canadian Payroll Co│R│12│01/01/98│ 4│CAD│   │    │
    │  │00078│Model Multi-National Egypt│R│12│01/01/98│ 6│EGP│    │ W │
    │  │00100│Model Finan/Distrib Co (Mktg)│R│12│01/01/98│ 6│USD│1│    │
    │  │00150│DIA Property Management Co│R│12│01/01/98│ 1│USD│    │    │

 [✓]  [✗]                              [.i] [.▲] [.♣] [.▬]  [↑]
 Opt: 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys   [↓]
```

1. Choose Date Pattern for the appropriate company.

```
[0008] - Date Pattern Revisions                               _ □ ×
Functions   Tools  Help

 Fiscal Date Pattern Code                    [R]
 Fiscal Year Beginning - Date & Century      [01/01/98]  [19]
 Date Pattern Type                           [ ]

 End of Period 01 - Date & Century     01-   [01/31/98]  [19]
                                       02-   [02/28/98]  [19]
                                       03-   [03/31/98]  [19]
                                       04-   [04/30/98]  [19]
                                       05-   [05/31/98]  [19]
                                       06-   [06/30/98]  [19]
                                       07-   [07/31/98]  [19]
                                       08-   [08/31/98]  [19]
                                       09-   [09/30/98]  [19]
                                       10-   [10/31/98]  [19]
                                       11-   [11/30/98]  [19]
                                       12-   [12/31/98]  [19]
                                       13-   [12/31/98]  [19]
                                       14-   [12/31/98]  [19]

 [✓]  [✗]                              [.i] [.▲] [.♣] [.▬]  [↑]
      F21=Print Date Patterns  F24=More Keys                    [↓]
```

2. On Date Pattern Revisions, complete the following field:

    • Date Pattern Type

Field	Explanation
Date Pattern Type	This field is used by Financial Ananlysis Spreadsheet Tool and Report Writer (FASTR) to determine the column headings that print on reports. It differentiates normal calendar patterns from 4-4-5 and 13 period accounting patterns. You can maintain headings for non-standard patterns in vocabulary override records R83360Mx, where x represents the value for this field.

What You Should Know About

Fiscal date pattern codes	This is a single-character code defined in the user defined code 00/PT. This code specifies which vocabulary override record is used for the custom column heading.
Date pattern types	You assign the date pattern types to a fiscal date pattern. The fiscal date pattern is then assigned to several companies. These companies use the new column titles. Fiscal date patterns are set up a year at a a time. Be certain that the date pattern type is assigned to all years.
Column size	The maximum size for a column is 20 characters. If the column size is too small when you use the standard date title codes of B, P, or S, column headings that are entered on Column Specifications using :PA, :PA–nn, or :PA+nn are automatically abbreviated.
	Depending on column size, the system also abbreviates column headings for custom date titles. Abbreviations may be any length but are truncated if they do not conform to the column width specified.

▶ **To attach a column heading to a report**

From the FASTR menu (G83), choose *Financial Statements*.

After you have defined a column heading type, created the text for it, and assigned it to a company, you must attach the column heading to a version so that it appears in your report.

On Financial Statements
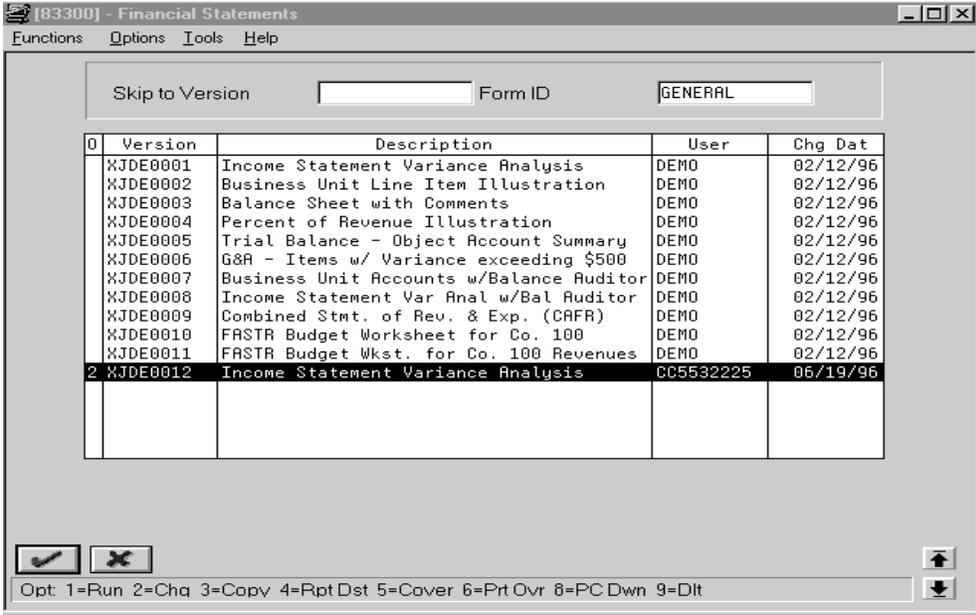
1. Select a version to change.
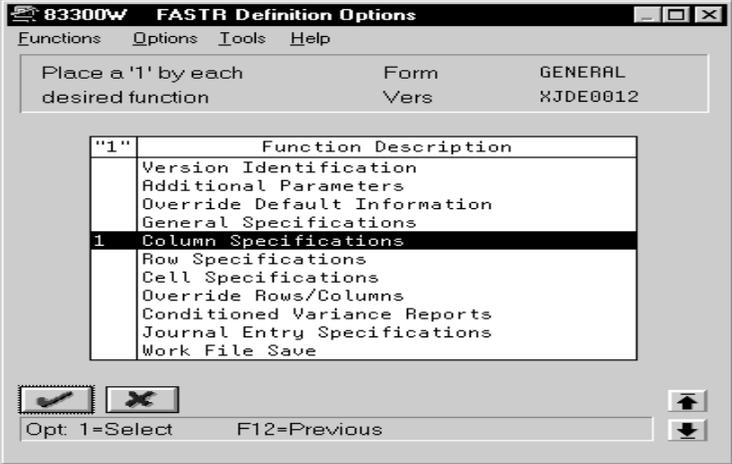
2. On FASTR Definition Options, choose Column Specifications to access Column Report Illustration.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ⚇ GUI/400 RTS Pro                                                    _ □ ✕   │
│ File   Edit   Help                                                           │
│ ┌─────────────────────────────────────────────────────────────────────────┐ │
│ │    830413                                      Column Report Illustration │ │
│ │                                                                           │ │
│ │    Income Statement Variance Analysis                                     │ │
│ │                                                                           │ │
│ │    Window To . .  ▮1                                                      │ │
│ │                                                                           │ │
│ │  *...+...10....+...20....+...30....+...40....+...50....+...60....+...70....+...80....+...90....+..100. │ │
│ │  83041              J.D. Edwards & Company                          1      │ │
│ │  GENERAL           Income Statement Variance Analysis            06/19/96  │ │
│ │  XJDE0012                  Amounts in 1,000's                    13:45:48  │ │
│ │                  For the One Month Ending January 31, 1998                │ │
│ │                                                                           │ │
│ │                                        February      January     December │ │
│ │  ------------------------------------- ------------- ------------- --------- │ │
│ │  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 99,999,999,999- 99,999,999,999- 9,999,999- │ │
│ │                                                                           │ │
│ │                                                                           │ │
│ │         F3=Exit   F9=Col Specs   F12=Previous   F19=Window Left   F20=Window Right │ │
│ └─────────────────────────────────────────────────────────────────────────┘ │
│ ◄ ▯                                                                       ►  │
└─────────────────────────────────────────────────────────────────────────────┘
```

3.   On Column Report Illustration, choose the Column Specifications function.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ⚇ [83040] - Column Specifications                                    _ □ ✕   │
│ Functions   Tools   Help                                                     │
│ ┌─────────────────────────────────────────────────────────────────────────┐ │
│ │                                          Form ID       GENERAL            │ │
│ │     Income Statement Variance Analysis   Version       XJDE0012           │ │
│ │                                                                           │ │
│ │    Skip to Col No        ▮00▮                                             │ │
│ │                                                                           │ │
│ │  ┌────┬───────────────────┬───┬───┬──┬───┬──────┬──────────────────────┐ │ │
│ │  │Col │  Column Headings  │Col│Prt│LT│Col│  Col │   Selections or      │ │ │
│ │  │Nbr │  Upper    Lower   │Siz│Col│  │Typ│ Amnts│   Calculations       │ │ │
│ │  │    │                   │40 │01 │  │   │      │                      │ │ │
│ │  │01  │:PA+01             │15 │02 │AA│AR │PA+01 │5000          5999    │ │ │
│ │  │02  │:PA                │15 │03 │AA│AR │PA    │5000          5999    │ │ │
│ │  │03  │:PA-01             │10 │04 │AA│AR │PA-01 │5000          5999    │ │ │
│ │  │04  │                   │10 │05 │  │   │      │                      │ │ │
│ │  │05  │                   │10 │06 │  │   │      │                      │ │ │
│ │  │06  │                   │10 │07 │  │   │      │                      │ │ │
│ │  │07  │                   │10 │08 │  │   │      │                      │ │ │
│ │  │08  │                   │10 │09 │  │   │      │                      │ │ │
│ │  │09  │                   │10 │10 │  │   │      │                      │ │ │
│ │  │10  │                   │10 │11 │  │   │      │                      │ │ │
│ │  │11  │                   │10 │12 │  │   │      │                      │ │ │
│ │  └────┴───────────────────┴───┴───┴──┴───┴──────┴──────────────────────┘ │ │
│ │                                                                         ⬆ │ │
│ │  ┌───┐ ┌───┐                                                              │ │
│ │  │ ✓ │ │ ✗ │                                                           ⬇ │ │
│ │  └───┘ └───┘                                                              │ │
│ │      F4=Display Additional Sel/Calc  F5=Redisplay                        │ │
│ └─────────────────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────────────────┘
```

4.   On Column Specifications, complete the following field for each column
     number:

   •   Column Headings – Upper

Field	Explanation
Column Headings Upper	Variable column headings are used in management reporting. These headings are centered and stacked on each other. Four lines of column headings are available. Centering is controlled by the column size.
	The Description column heading can be between 1 and 60 characters and is a single–line heading. Centering is controlled by the column size.
	Use a keyword phrase delimited by a colon (:) to place a month (or ending date for 53 period reporting) in the heading. For example, :PA places the current month, based on the current financial reporting date, in the column heading. If the current month is 01, the heading is January. If the column size is fewer than nine characters, the heading is "Jan." :PA012 places December in the column heading, :PA+01 places February in the heading, and so on.

What You Should Know About

Rolling column headings	With rolling column headings, the date on your report automatically changes when the current period changes.
	:PA prints the current period in the column heading of the report. For example, if the current period is March (:PA), then the following applies:
	• :PA+01 prints April (the next period in the column heading)
	• :PA–01 prints February (the prior period in the column heading)
	You can use :PA, or :PA–99 through :PA+99.
Date pattern types	You can use different date pattern types if you select company as sequence 1. For example:
	• Company 00001 can use the date pattern type of January through December.
	• Company 00015 can use the date pattern type of Period 1 through Period 12.

Set Up Custom Date Titles

Setting Up Custom Date Titles

You can set up custom date titles to change the date text in the headings of your FASTR versions. Custom date titles use the same data as standard date titles but appear in a format that you design. J.D. Edwards software contains nine sample custom date formats that you can use and modify.

Custom date titles are used primarily by international clients who need to customize the wording of date titles, such as "For Period Ending" and "As Of Date."

Setting up custom date titles consists of:

❑ Assigning format codes for date titles

❑ Creating custom date titles

❑ Understanding substitution parameters

Assigning Format Codes for Date Titles

From the FASTR menu (G83), choose *Financial Statements*.

Each FASTR version must have a format code assigned to it. This code determines how a date appears on the top of each page of a report. You can assign a format code for standard date titles, such as titles for balance sheets, profit and losses, and single fiscal periods. Or you can create a custom date title.

What Are the Guidelines for Custom Date Titles?

Column abbreviations record

You define column abbreviations in the substitution parameters record R83360A. These user-defined abbreviations can be used for both standard and custom date title headings.

▶ **To assign format codes for date titles**

On Financial Statements

1. Access FASTR Definition Options.

2. On FASTR Definition Options, select Override Default Information.

```
[83OPT1] - Override Default Information                        _ □ ×
Functions   Tools   Help

                                          Form ID      GENERAL
       Income Statement Variance Analysis   Version     XJDE0012

                                Allowed Values       Default

   Form Width         [ ]      1=132, 2=198          1
   Current Period     [    ][ ] Enter Date           Cur F/R Date
   Division Factor    [  1,000] 0=pennies, 1, 10, etc  1 (dollars)
   Reverse Sign       [Y]      Y or N                N
   Print Row When "0" [ ]      Y, N, A, or 3-9       Y
   Print Descr W/Keys [ ]      Y, S, or N            N
   Date Title         [P]      B=B/S, P=P&L, S=Single  blank (none)
   Print Pgm ID/Page  [ ]      Y or N                Y
   Default Edit Code  [J]      See Table             None
   Default Decimals   [ ]                            0
   Prt Alpha Name Only[ ]      Y or N                blank
   Prt. Seq. in Heading[ ]     Y or N                blank


   [✓] [✗]
         Enter=Update    F3=Exit
```

3. On Override Default Information, complete the following field:

   • Date Title

Field	Explanation
Date Title	Determines how the date title appears at the top of each page of the report. Values include: B Balance sheet, for example, As of June 30, 1998. P Profit and Loss, for example, For the Six Months Ending June 30, 1998. S Single period, for example, For the Month Ending June 30, 1998. 1–9 Custom. Typically, this is used by international clients. blank No date title. This is the default value.

Creating Custom Date Titles

From Advanced & Technical Operations (G09), choose Run Time Setup
From Run Time Setup (G90), choose Vocabulary Overrides

You use vocabulary overrides to create custom date titles for your FASTR reports. The vocabulary override records you use for custom date titles are R833601 (custom date title 1) through R833609 (custom date title 9).

The last digit of the record corresponds to the date title on Override Default Information. For example, 1 in the Date Title field selects the custom title from record R833601.

What Are the Default Headings for Custom Date Titles?

The following shows the vocabulary override records for the various custom date titles and an example of the corresponding text that prints in a report heading.

R833601   As of June 30, 1998

R833602   For the Twenty-Six Periods Ending June 30, 1998

R833603   For the Period Ending June 30, 1998

R833604   As of 30–JUN–98

R833605   For the 6 Periods Ending 30–JUN–98

R833606   For the 6 Periods Ending 30–06–98

R833607   Various Dates:

- February 28, 1998
- 06/30/98
- 31–JUL–1998

R833608
- English: Twenty-six
- German: Sechs und Zwanzig
- Spanish: Veinte y seis

R833609   For the Period Ending 06/30/98

R83360A   Text for increments of one

R83360A 2   Text for increments of ten

R83360A 3   Month name

R83360A 4   Month abbreviation

▶ **To create a custom date title**

On Vocabulary Overrides

1. Complete the following field:
   - Screen/Report

2. Complete the following field:
   - Default Title
   - Data Item
   - Screen Field

Understanding Substitution Parameters

Substitution parameters are the words (month, day, year, and period number) used in date headings. These words are defined on Vocabulary Overrides. The following is an example of a date heading for 52-period accounting:

For the Twenty-Six Periods Ending June 30

The spelling for Twenty-Six resides in two vocabulary override records:

- R83360A provides the spelling for increments of one, that is One, Two, Three, and so on. It also provides text for numbers, month names, and month abbreviations.

- R83360A 2 provides the spelling for increments of ten, that is Ten, Twenty, Thirty, and so on.

These vocabulary override records can be modified for different languages.

The following shows the substitution parameters and and describes how they are used:

&1	Month name (for example, June)
&2	Last day of accounting period (for example, 30)
&3	Year with century (CCYY; for example, 1998)
&4	Number of accounting periods text in tens
&5	Number of accounting periods text in ones
&6	Number of accounting periods numeric
&7	Month abbreviation
&8	Month numeric
&9	Year without century (YY; for example, 98)
&0	One blank space
&?	Text, if the number of accounting periods is a compound number (for example, twenty-six)

What Are the Guidelines for Substitution Parameters?

Position in record	You must specify substitution parameters in positions 1 and 2, or 2 and 3 of the Text Description field of the Date Title Format record. Using positions 2 and 3 causes a space to be printed before the value of all substitution parameters.
Text Description line	Substitution parameters must be the only value on a Text Description line. The exception is the parameter &?.

&? parameter   You must enter the text that you want to print immediately following the &? parameter. Text only prints if the substitution parameters on both sides of the &? *do not* include a space.

This is so you can create compound numbers, such as twenty-six (as opposed to simple numbers such as five and thirty).

&4 and &5 parameters   Substitution parameters &4 and &5 only print when their values do not equal zero.

End of text   A report prints text from the substitution parameters until the system locates a blank line in the Text Description field.

Length of custom date titles   Custom date titles cannot be more than 100 Text Description lines in length.

Saving customizations   To prevent losing any customizations when a new version of software is installed, enter a Y in the Text Override field when you create a custom date title.

Assign Levels of Detail to Business Units

Assigning Levels of Detail to Business Units

You control how amounts are rolled up into a balance for reporting purposes by assigning a level of detail to each account.

Assigning levels of detail to business units consists of:

- Setting up the level of detail hierarchy
- Activating the level of detail hierarchy

Example: Level of Detail Hierarchy

The following example illustrates the level of detail hierarchy for business units:

Business unit 1 = level of detail 3

Business unit 10 = level of detail 4

Business unit 110 = level of detail 4

Business unit 1999 = level of detail 4

In this example, business units 10 through 1999 (which have a level of detail 4) would roll up into business unit 1 (which has a lower level of detail, 3).

What You Should Know About

Level of Detail fields	The setup and functionality of the Level of Detail field in the Business Unit Master record differs from the Account Level of Detail field in the Account Master record.
Title accounts	Business units with a higher level of detail cannot be title accounts. They must have balances associated with them.

See Also

- *Working with Business Units* in the *General Accounting I Guide (P0006A)*

▶ **To set up the level of detail hierarchy**

From General Accounting (G09), choose Organization and Account Setup
From Organization and Account Setup (G09411), choose Business Units by
Company

On Business Units by Company

```
[0006A] - Business Units by Company                               _ □ X
Functions   Tools   Help

                                        Level of Detail        9
         Company                    00060  A Model Financial Reporting Co
         Skip To Division
       or Skip To Bus. Unit

   Business          Description       L  Comp  Div Reg Gro Brn Dpt Rsp CAT
    Unit                               D                    Ofc Typ Cod 07
         60 FASTR Sample B/S Accounts  1 00060
                                         08          09      10      11
                                         12          13      14      15
Type Business Unit              16           17  18  19      20
Subledger Inactive              21              22          23
Model/Consolidated              24              25          26
 27                                             28          29
 30

     ✔   ✗                              1 i   2 ▲   4 ➕   9 ▬      ⬆
 F4=Details F5=Single Bus. Unit F6=User Defined Codes F21=Print F24=More  ⬇
```

1. Locate the business unit with which you want to work.

2. Complete the following field:

   • LD

Field	Explanation
Level of Detail	A code that identifies the relationship of parent and subordinate business units in a hierarchy. Up to nine levels of detail are available.
	An example would be a project number 10000 for Office Parks that has a level of detail of 2. Subordinate to the Office Parks project are the North and the South Office Parks with job numbers of 10010 and 10020, respectively, and each with a level of detail of 3. Subordinate to the North and South Office Parks are Buildings A and B and Buildings C and D, respectively, and each with a level of detail of 4.

▶ **To activate the level of detail hierarchy**

From the FASTR menu (G83), choose *Financial Statements*.

On Financial Statements

1. Access FASTR Definition Options.
2. On FASTR Definition Options, choose Override Default Information.

```
[83OPT1] - Override Default Information                                _ □ X
Functions   Tools   Help

                                                   Form ID      GENERAL
      Income Statement Variance Analysis           Version      XJDE0012


                                  Allowed Values          Default

  Account LOD Range      □ to □   3 to 9, blank=not used   blank
  CC Level Of Detail     □        1 to 9, blank=not used   blank
  Subledger Descr        □        F=Full, blank=Single Line blank
  Omit Cutback A/C's     □        Y or N                   N
  Job Cost Headings      □        Y or N                   N
  PC Download File       □        Y N or A                 N
  Member Name                     Valid IBM Object Name    blank
  52 Period Acct         □        Y or N                   N
  Include Zero Rec       □        Y or N                   N
  AAI Subtotaling        □        Y or N                   N
  Ending object                   Object Account           blank



  ✓   ✗                                                          ⬆
        Enter=Update   F3=Exit                                   ⬇
```

3. On the second page of Override Default Information, with the number of the level at which you want to report, complete the following field:
   - Business Unit Level of Detail

Field	Explanation
BU Level Of Detail	Determines the starting point for the business unit rollup on the report. Business unit level of detail is based on business unit numeric order, not the business unit report codes.

Understand Dependent/Concatenated Structures

About Dependent and Concatenated Structures

Typically, category codes for business units are unique and have no relationship to one another. These codes are stand-alone codes. However, some business units might need the category codes to have a relationship to each other. When this is necessary, you can establish one of the following:

Dependent relationships

You establish dependent relationships when you want category codes to remain as single entities. For example, category codes for state and county are often defined as dependent structures so that you can select and sequence on county or state only.

Concatenated relationships

You establish concatenated relationships when you want to combine category codes. For example, in oil and gas companies, category codes for lease, well, and phase are combined or concatenated so that you can select and sequence on the lease/well/phase entity.

Dependent and concatenated category codes are used primarily in the oil and gas industries.

About Dependent Relationships

Dependent relationships are necessary when you have category codes that depend on two or three other category codes to make them meaningful.

A dependent relationship uses a hierarchical structure for category codes. In a hierarchical structure, the first category code is one reporting level. The first and second category codes are the second reporting level. The first, second, and third category codes are the third reporting level.

If you build a dependent relationship on two category codes, the first code stands alone, while the combination of the two codes represents a unique six-character category code.

If you build a dependent relationship on three category codes, the first code stands alone, the first and second represent a unique six-character code, and all three codes represent a unique nine-character category code.

Category codes must be sequential when building the relationships.

The following is an example of a dependent relationship that uses three category codes:

Category code 01   Structure Size = 3

                              Structure Type = D

Category code 02   Structure Size = Blank

                              Structure Type = D

Category code 03   Structure Size = Blank

                              Structure Type = D

In this example, the following applies:

- Category code 01 is three characters.
- Category code 02 is six characters (category code 01 + 02).
- Category code 03 is nine characters (category code 01 + 02 + 03).

Dependent relationships are especially useful for state and county relationships in which the state is unique and the values for the category code numbers in the county are unique.

In the following example, you can reuse an identifier (in this example, 001) so that you do not have to define a unique county identifier for each county in every state:

State – TX : Texas   County – 001 : Harris

State – CO : Colorado   County – 001 : Arapahoe

About Concatenated Relationships

A concatenated relationship combines category codes into one unique code. This relationship defines just one category code whose length is the total length of all category codes in a structure.

Like a dependent relationship, you can define concatenation for two or three consecutive category codes for a business unit. Unlike a dependent relationship, a concatenated relationship combines category codes into one unique category code.

After you have established a concatenated relationship, the category codes no longer exist as separate entities. The length of the combined code is equal to the total length of all category codes in the concatenated structure. As a result, two concatenated category codes become one six-character category code. Three concatenated codes become one nine-character code.

The following example shows a concatenated relationship between two category codes:

Category code 01	Structure Size = 2
	Structure Type = C
Category code 02	Structure Size = Blank
	Structure Type = C

The following example shows a concatenated relationship among three category codes:

Category code 01	Structure Size = 3
	Structure Type = C
Category code 02	Structure Size = Blank
	Structure Type = C
Category code 03	Structure Size = Blank
	Structure Type = C

You cannot concatenate more than three report codes, with a maximum length of nine characters. You can, however, concatenate other groups of report codes in the structure.

About Combinations of Dependent and Concatenated Relationships

You can combine dependent and concatenated relationships in a structure. For example, category codes 01 and 02 can be part of a dependent structure. At the same time, category codes 04 through 06 can be part of a concatenated structure. And, category code 03 can remain a stand-alone, or single-code structure. Such combinations work independently of each other.

In the following example, category codes 01 and 02 are concatenated. They also have a dependent relationship with category code 03:

Category code 01   Structure Size = 3

                             Structure Type = C

Category code 02   Structure Size = Blank

                             Structure Type = C

Category code 03   Structure Size = Blank

                             Structure Type = D

In this example, the following applies:

- Category codes 01 + 02 equals one unique code of six characters.
- Concatenated category code 1 plus dependent category code 03 equals one unique code of nine characters.

Set Up Dependent and Concatenated Structures

From FASTR (G83), enter 27
From FASTR Technical Operations (G8331), choose Category Code Structure
Setup

Setting Up Dependent and Concatenated Structures

Dependent and concatenated codes establish relationships among the 20
business unit category codes you can assign to business units. To create the
structure that allows you to process reports using these relationships, you need
to run a program to set up your category code structure. Typically, you run this
program after you have completed the initial installation of your FASTR system. It
should be run only once.

Although you can change your dependent and concatenated relationships after
you have run this setup program, be aware of the following:

- You will need new alternate titles for any new relationships.

- You might affect any or all existing FASTR versions.

The values that you select when you run this program are stored in the DREAM
Writer Master Parameter table (F98301).

▶ **To set up dependent and concatenated structures**

When you run the Category Code Structure Setup program, the Report Code Structure Revision form appears.

On Report Code Structure Revision

```
[83010] - Report Code Structure Revision                        _ □ ×
Functions   Tools   Help

                                                    Stru Stru
                                                    Size Type
        Division . . . . . . . . . . . . . . . . . |1
        Region . . . . . . . . . . . . . . . . . . |1
        Group. . . . . . . . . . . . . . . . . . . |1
        Branch Office. . . . . . . . . . . . . . . |1
        Department Type. . . . . . . . . . . . . . |1
        Person Responsible . . . . . . . . . . . . |1
        Line of Business . . . . . . . . . . . . . |1
        Product Type . . . . . . . . . . . . . . . |1
        Category Code 09 . . . . . . . . . . . . . |1
        Category Code 10 . . . . . . . . . . . . . |1
        Category Code 11 . . . . . . . . . . . . . |1
        Category Code 12 . . . . . . . . . . . . . |1
        Category Code 13 . . . . . . . . . . . . . |1
        Category Code 14 . . . . . . . . . . . . . |1
        Category Code 15 . . . . . . . . . . . . . |1
        Category Code 16 . . . . . . . . . . . . . |1
        Category Code 17 . . . . . . . . . . . . . |1

  ✔   ✖
Warning] For initial set only, NO CHANGES after FASTR reports are set up.
```

Next to each category code that you want the system to set up, complete the following fields:

- Structure Size
- Structure Type

Field	Explanation
Struct Size	Structure size designates the number of reporting codes in a reporting code structure. Up to three contiguous codes can be joined into a structure. Both concatenated codes and dependent codes should be joined into a structure. Assign structure size to the first code in the structure and remove structure size values for the remaining codes of the structure.

Field	Explanation
Struct Type	Structure type determines the relationship of reporting codes in a report code structure. "C" implies that the structure represents a reporting level through concatenation of the codes in the reporting code structure.
	"D" implies that the codes in a structure have a dependency. This means they exist in a hierarchical relationship such that the first code in a structure represents a reporting level and the concatenation of the first and second represent a reporting level. If the structure consists of three codes, the concatenation of all three codes represents a reporting level.
	This field has no meaning for report codes that are not in a structure and is, therefore, assumed to be blank.

What You Should Know About

Processing options	To access the processing option for this program, type the menu selection number in the Selection field and press F18. The processing option is a system level option. It specifies whether to use system 00 (normal reporting codes) or system 83 (FASTR) to retrieve the description of the category codes from the user defined codes. Select the value that you want and press Enter. J.D. Edwards recommends that you do not alternate between standard and FASTR category codes.

Set Up Combination Structures

From FASTR (G83), enter 27
From FASTR Technical Operations (G8331), choose Category Code Revisions

Setting Up Combination Structures

Dependent and concatenated codes establish relationships among the 20 category codes you can assign to business units. To create the structure that allows you to process reports using dependent or concatenated relationships, you run Category Code Structure Setup. However, if you want to *combine* dependent and concatenated relationships within a structure, you must run Category Code Revisions.

Revisions to category codes are stored in the DREAM Writer Master Parameter table (F98301) and updated in the Business Unit Master table (F0006).

Before You Begin

❑ Ensure that only authorized personnel access Category Code Revisions by setting up action code security for this program

▶ **To set up combination structures**

On Category Code Revisions

```
[83006] - Category Code Revisions                                    _ □ ×
Functions   Tools   Help

   Business Unit                    3   Denver Branch

              ┌────────────────────────┬─────┬──────────┬─────────────────────────┐
              │                        │ Len │ Category │       Description        │
              │                        │     │   Code   │                         │
              │ Division . . . . . . . │  3  │ MKT      │ Marketing               │
              │ Region . . . . . . . . │  3  │ D        │ Corporate Headquarters  │
              │ Group. . . . . . . . . │  3  │          │                       . │
              │ Branch Office. . . . . │  3  │ DEN      │ Denver Construction Branch │
              │ Department Type. . . . │  3  │          │                       . │
              │ Person Responsible . . │  3  │          │                       . │
              │ Line of Business . . . │  3  │          │                       . │
              │ Product Type . . . . . │  3  │          │                       . │
              │ Category Code 09 . . . │  3  │          │                       . │
              │ Category Code 10 . . . │  3  │          │                       . │
              │ Category Code 11 . . . │  3  │          │                       . │
              │ Category Code 12 . . . │  3  │          │                       . │
              │ Category Code 13 . . . │  3  │          │                       . │
              │ Category Code 14 . . . │  3  │          │                       . │
              │ Category Code 15 . . . │  3  │          │                       . │
              └────────────────────────┴─────┴──────────┴─────────────────────────┘

  ✔   ✖                                        .i  .2▲  .4⊞  .9▬    ⬆
           F3=Exit   F22=Clear Screen                                 ⬇
```

1. Locate the business unit for which you want to set up a combination structure.

2. Use the Change action and complete the following field:

   - Category Code

Example: How Combination Structures Appear on the Form

If you set up category codes with dependent (hierarchical) relationships, each level of dependency appears indented.

For example, if you set up a dependent relationship between two category codes called State and County (with values of CO and 001), the following appears on the form:

```
                              Category
                    Len    Code          Description
State . . . . . . . . . .  3    CO         Colorado
County . . . . . . . . .   3    001         Arapahoe
```

Both codes appear because, technically, you have two codes:

- A code CO for State

- A code CO 001 for County

If you set up category codes with concatenated relationships, the combined set appears as one code with one total length.

For example, if you set up a concatenated relationship with category codes 3 and 4 (and their values are 333 and 444), the following appears on the form:

```
                              Category

                        Len   Code        Description
        Category Code 03 . .   6   333444    xxxxxxxxxxxxxxxxx
```

Category Code 04 does not appear because you have combined codes 3 and 4 into one unique code with six characters.

Appendices

Appendix A - Codes and Charts

The following codes and charts are instrumental in creating FASTR versions:

Column Type Codes

- C - Calculation column
- CR - Calculation column (recalculation at each row)
- % - Percentage calculation column
- %R - Percentage calculation column (recalculation at each row)
- BL - Blank column specification

- AV - Account values (OBJ.SUB)
- AR - Account ranges (OBJ.SUB)
- CC - Business unit values
- CR - Business unit ranges
- CO - Company values
- RO - Company ranges
- SL - Subledger values
- RL - Subledger ranges
- 01–30 - Business unit category code 01 – 30 selection
- 51–73 - Account category code 01 – 23 selection

- AC - Account code (SUB/OBJ print)
- D1–D6 - Job cost date 1 through job cost date 6
- JR - Job cost account ranges (SUB.OBJ)
- JV - Job cost account values (SUB.OBJ)
- MC - Method of computation
- PR - Propagate a column / values
- RP - Propagate a column / range
- UM - Unit of measure

Column Amount Codes
- AB - Account balance as of current period
- AB + NN - Account balance as of current + nn periods
- AB − NN - Account balance as of current − nn periods
- AB0NN - Account balance as of period nn

- BA - Budget (approved)
- BO - Budget (original)
- BR - Budget (requested)

- IC - ITD through current period
- IC + NN - ITD through current + nn periods
- IC − NN - ITD through current − nn periods
- IC0NN - ITD period nn
- IY - ITD through year-end

- PA - Period activity - current period
- PA + NN - Period activity - current + nn periods
- PA − NN - Period activity - current − nn periods
- PA0NN - Period activity - period nn

- PB - Prior year-end balance forward (ITD)
- PC - Prior year's current period
- PR - Prior year's YTD to current period
- PY - Prior year-end balance (YTD net)

- PS - Prior semester-to-date
- SC - Current semester-to-date

- Q1 - End of quarter 1
- Q2 - End of quarter 2
- Q3 - End of quarter 3
- Q4 - End of quarter 4

- YC - YTD through current period
- YC + NN - YTD through current + nn periods
- YC − NN - YTD through current − nn periods
- YC0NN - YTD through period nn
- YY - YTD through year-end

- WT - Weekly activity (52 period accounting)

Row Type Codes	• AR - Account ranges
	• AV - Account values
	• C - Row calculations
	• CR - Business unit category code ranges
	• CV - Business unit category code values
	• CA - Business unit category codes and account ranges
	• JR - Job cost account ranges
	• JV - Job cost account values
	• RR - Account master category code ranges
	• RV - Account master category code values
	• RL - Subledger ranges
	• SL - Subledger values
	• T - Text only

Print Indicator Codes

- Y - Yes, print the line
- N - No, do not print the line
- P - Page break before printing the line
- U - Underline, then print the line below
- = - Double-underline

- 1–9 - Insert 1–9 blank lines before printing

Fiscal Year

- @ - All fiscal years
- blank - Current fiscal year
- 00 through 99 - Designate specific fiscal years
- −9 through −1 - Prior fiscal years relative to current
- +1 through +9 - Future fiscal years relative to current

Arithmetic Operation Codes

- + - Add
- − - Subtract
- * - Multiply
- / - Divide

- A - Average
- S - Sum
- W - Sum without interim calculations

- Z - Store non-zero numbers
- < - Store smaller number
- > - Store larger number

Edit Codes Used by FASTR

Code	Commas Y/N	Zero Balance Y/N	Negative Amount Notation
A	Y	Y	Cr
B	Y	N	Cr
C	N	Y	Cr
D	N	N	Cr
J	Y	Y	–Trailing
K	Y	N	–Trailing
L	N	Y	–Trailing
M	N	N	–Trailing
N	Y	Y	–Preceding
O	Y	N	–Preceding
P	N	Y	–Preceding
Q	N	N	–Preceding
R	Y	Y	< >
S	Y	N	< >
T	N	Y	< >
U	N	N	< >
1	Y	Y	No sign
2	Y	N	No sign
3	N	Y	No sigin
4	N	N	No sign

Appendix B – PC Download for Lotus and Excel

About the Download Process

1. Run the FASTR version with the following information specified in the corresponding fields on the Override Default Information form:

PC Download File   Y

Member Name   (your name or initials)

2. When the version finishes running, resubmit it by entering an 8.

   Press Enter.

   This reformats the version that you created in step 1 ,and saved to disk file F8309, into an EBCDIC format.

3. (Optional) You should have a file prepared to be converted to ASCII. You can view this file by entering the following commands:

From Command entry: DSPPFM

File   FASTR form ID (e.g. GENERAL)

Library   QGPL

Member   Version identifier (e.g. XJDE0001)

   Press F4.

   If the file is there and resembles the version that you submitted, proceed to step 4; otherwise, return to step 1.

4. You are ready to use the PC support product to create the transfer.

To access the PC support product from your PC, specify the appropriate PC drive identifier on which PC support is located. For example:

- c: (for the hard disk drive)

Press enter.

5. Enter the following command:
   - \pcs\startpcs

Press enter.

6. When Enter common User ID appears, enter:
   - Your AS/400 user ID

Press Enter.

   - Your AS/400 password

Press Enter.

7. Sign on to the AS/400 as you normally would.

The AS/400 PC support organizer appears.

8. Choose AS/400 PC Support (option 7).

Press Enter.

The AS/400 PC support menu appears.

9. Choose Transfer Data from Host System to PC (option 6).

Press Enter.

10. When Create Recall Exit appears, choose:
    - F10
    - C

Press Enter.

11. Choose Create a Transfer Request.

Press Enter.

FASTR PC Download Instructions

1. To process the transfer request, press F5.

2. Locate the following message:

   - XX record(s) written to disk file

   This confirms that the transfer request is complete.

   Press the Escape key twice.

3. Choose Exit Transfer Function.

   Depening on your setup, you might see the AS/400 PC support menu. If so, press F3.

4. From here you can enter Lotus or Excel.

Lotus Instructions

1. Once in Lotus, press F9 to retrieve options. Choose the following:

   - F – File
   - I – Import (Do not use R – retrieve)
   - N – Numbers (Do not use T – text)

2. Follow the standard procedures for creating a Lotus spreadsheet.

Excel Instructions

1. Once in Excel, click the File/Open button.

2. Click the TEXT button.

3. Set the Column Delimiter to Comma.

4. Set the File origin to DOS.

5. Click OK.

6. Choose the file from the drive and directory you transferred it to with PCS by double-clicking it.

7. Now, you can format the cells, columns, and rows.

8. When finished, save the worksheet in the .XLS format.

Create an AS/400 System-to-PC Transfer Request

1. Choose the following options:

System Name   { } <––– Allow default

From   {QGPL/form ID (VERSXXX) }

Select   { * } <––– Allow default

Where   { } <––– Allow default

Order By   { } <––– Allow default

Output Device   1.Display

2.Printer

3.Disk <––– Choose

Use the spacebar to choose.

To   {c:\subdirectory\XXXXXXXX.prn}

XXXXXXXX is an alphanumeric string not to exceed 8 characters

Replace Old File   1.Yes

2.No <––– Choose

PC File Type   1.ASCII Text <––– Choose

2.DOS random

3.BASIC sequential

4.BASIC random

5.DIF (TM)

6.No conversion

Show format of transferred data	1.Display
	2.Print
	3.None <––– Choose
Save transfer description	1.Yes <––– Choose
	2.No
Description file name	{c:\XXXXXXX.FDF } <––– Allow default / Press Enter

Glossary

Glossary

This glossary defines terms in the context of J.D. Edwards systems and the accompanying guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type that the system uses for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instructions. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a certain expense account and a credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Formerly known as the *expedient method* and the *fast path method.* Contrast with *G/L method*.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's A/R transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

algorithm. A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

alphabetic character. A letter or other symbol from the keyboard (such as *, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

application. See *system*.

approver number. The user ID of the person who approves vouchers for payment.

as of report. A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

AZ ledger. The ledger type that the system uses for cash basis accounting.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

balance forward receipt application method. A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. See batch.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing.*

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

Boolean logic. See *operand*.

broadcast message. 1. An email message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center*.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment.*

command. A character, word, phrase, or combination of keys you use to instruct the computer to perform a defined activity.

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit.*

credit message. A code that indicates information about a customer's account status, such as Over Credit Limit.

credit note reimbursement. A form generated by the system that reclassifies a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. An online help function that allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See *receipt*.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

display. To cause the computer to show information on a form.

display field. A field of information on a form that contains a code or parameter provided by the system that you cannot change. Contrast with *input field.*

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction and Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a report.

EDI. Electronic Data Interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effective date. The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

email. Electronic mail.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the financials tables.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field.* (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name,

Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

file. See *table*.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. See *detail area*.

form. A specific set of fields and information displayed on your monitor. Also known as a *screen*.

function. A separate feature within a program that allows you to perform a specific task, for example, the field help function.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

G/L. General ledger.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Formerly known as the *tough/right method.* Contrast with *A/P Ledger method*.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods Services and Taxes. A tax assessed in Canada.

hard copy. See *printout*.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

header. Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

help instructions. Online documentation or explanations of fields.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue

(43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form where you type data, values, or characters. See *field*. Contrast with *display field*.

install system code. See *system code*.

integrity test. A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job that the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing.*

interest invoice. An invoice calculated on paid invoices for which payment was received after the specified due dates.

interest rate computation code. A code that designates the rates and effective dates used for calculating interest charges.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

job. A single identifiable set of processing actions you instruct the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift the information that you enter in an input field to the right or left side of the field. Many of the programs within J.D. Edwards systems justify information. The system does this after you press Enter.

key field. A field that is common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code that specifies a language for the computer to use when displaying information.

leading zeros. A series of zeros that certain programs place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the system places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged voucher. A voucher that is not applied to a specific supplier or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send email messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

menu. A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

menu levels. The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

    A=Major Product Directories
    B=Product Groups
    1=Basic Operations
    2=Intermediate Operations
    3=Advanced Operations
    4=Computer Operations
    5=Programmers
    6=Advanced Programmers

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that sometimes appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company with which the journal entries, invoices, vouchers are associated, or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

next numbers. A feature that you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. The Boolean logic operand instructs the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

option. A selection from a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. See *print queue*.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system. The system uses the password uses to identify you as a valid user.

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

payment. The payment that you make to a supplier.

payment group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or an invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Also known as a *hard copy*.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

processing options. A feature that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form formats, control the format in which information is printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss.*

receipt. The payment you receive from a customer.

receipt logging. See *logged receipt*.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher or invoice becomes due for payment. For example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A process that creates an opposite entry when the original transaction is posted to the general ledger.

reverse image. Text on a form that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

screen. See *form*.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Selections represent programs or menus that you can access from a given menu.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. A code defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

soft coding. A group of features that allow you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that instruct the computer what tasks to perform and how to perform them.

special character. Symbols that are neither letters nor numbers. Some examples are *, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See *detail area*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also known as a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

suspense account. A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application*.

system code. The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

table. A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI (type input) code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An email method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which the taxes you enter manually may vary from the tax calculated by the system.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. See *suspense account*.

translation adjustment account. An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

unapplied receipt. A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

unrealized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss.*

update payments. For example, to add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes that you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code type. The identifier for a list of user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards

provides a number of these lists for each system. You can create and define lists of your own.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system verifies the information you enter against the list of valid codes.

variable numerator allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier.*

vocabulary overrides. A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. See *logged voucher.*

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. The contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a program, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street or avenue.

worked. A code that indicates whether a customer's account has been reviewed and updated. For example, you work an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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