

Guide
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FASTR for Public Sector

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JDEdwards®



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Where Do I Look?



Guides



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 organization 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.



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

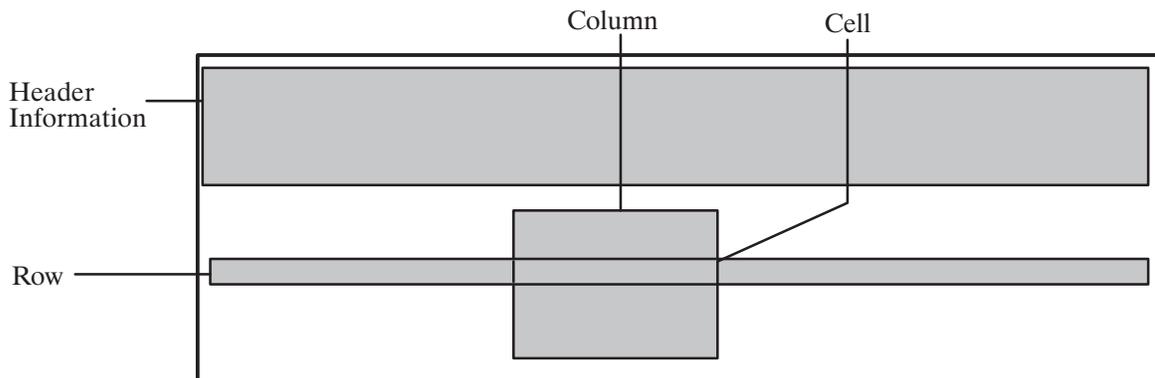
The Financial Analysis Spreadsheet Tool and Report Writer (FASTR) is a flexible, easy-to-use report writer designed to retrieve data from your J.D. Edwards General Accounting system.

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 fund 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 | <ul style="list-style-type: none"> • Similar to Data Sequence Set-Up in DREAMWriter • Rows may be funds, business units, accounts, subledgers, and so on • Automatically indents each level • Fastest version processing time |
| Row specifications | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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.

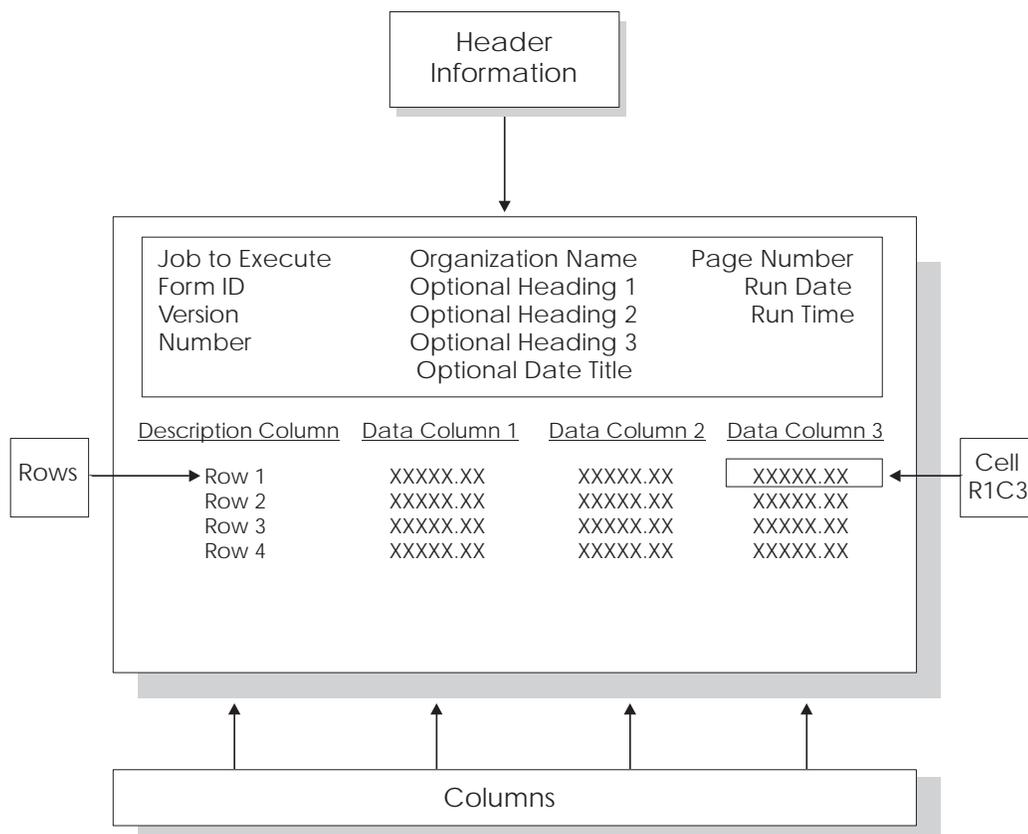
- Multiple levels of subtotalling. You can define your own subtotals using row calculations, or you can specify up to nine subtotal levels using a data sequencing and totaling feature.
- Alternate sequencing capability. You can resequence the way your data appears and specify up to nine sequences or 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:

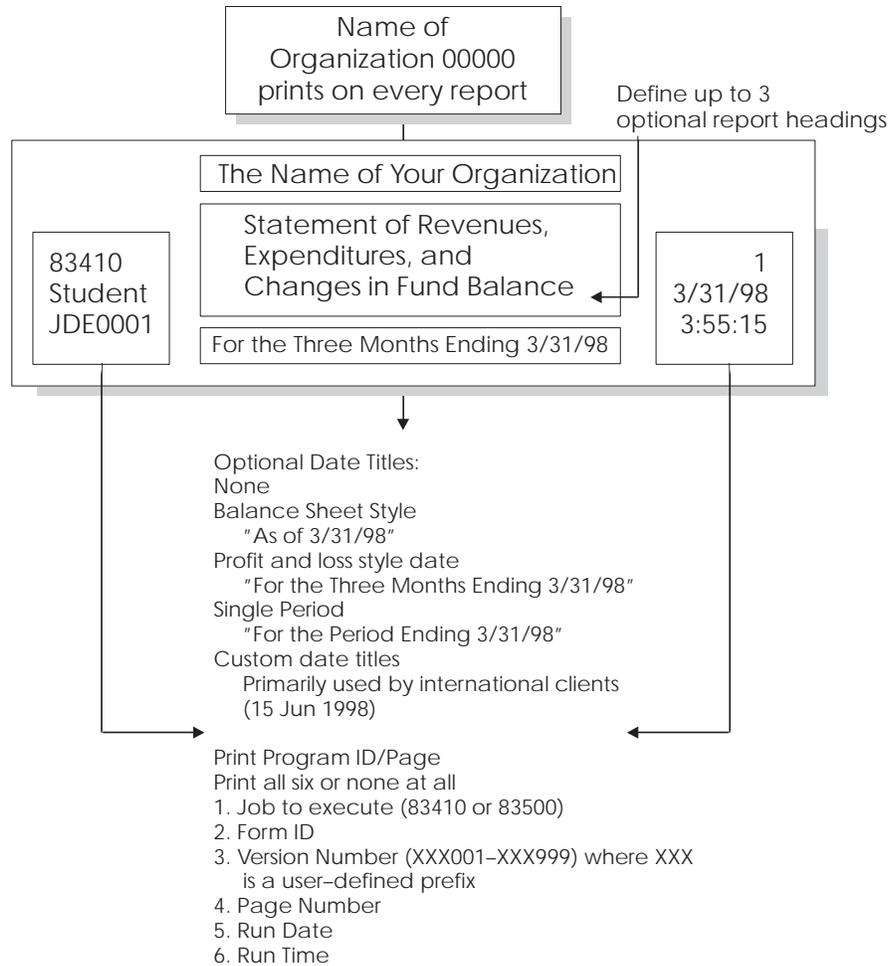
- Header information
- Columns
- Rows
- Cells

The following illustrates how your report might appear.



Header Information

The following illustrates the header information section in your version.



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
Fund/organization name	Specifies Organization 00000 as defined in the fund 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 provide identifying information for groups of rows. They do not contain any account balance amounts.
- Selection rows represent groups of data items that are associated with the columnar amounts. For example, a row might represent different business units with columns of account ranges, or vice versa.
- Calculation rows 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	← Same →	Version Identification
Additional Parameters	← Same →	Additional Parameters
Processing Options		FASTR has six Processing Option forms: <ul style="list-style-type: none"> • Override Default Information • Override Rows/Columns • Conditioned Variance • Journal Entry Specifications • Workfile Save Parameters • PC Download Processing Options
Data Selection	← Combined →	General Specifications
Data Sequencing		
Printer File Overrides	← Same →	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

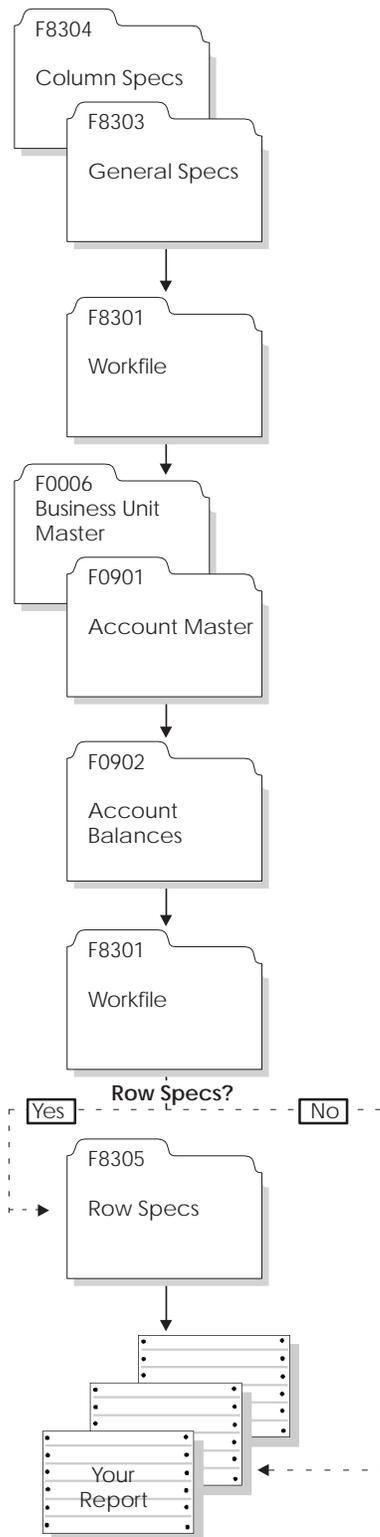
A form ID in DREAM Writer identifies a specific fixed template designed by J.D. Edwards. The form ID is the same as the program ID. For example, P10111 is the form ID for Simple Balance Sheet.

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

- Department (for example, TRANSPORTATION or WATER and SEWER)
- User
- Type (for example, BUDGET or GRANT)

FASTR System Flow

The following illustrates the FASTR file flowchart at execution time.



Flow Description

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

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, fund, 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.

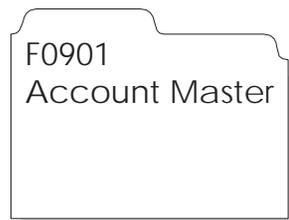
Address Book Master (F0101) Stores profiles on employees, suppliers, customers, funds, and so on, with information such as addresses, telephone numbers, and other pertinent data.

FASTR Data Tables

The following describes the data tables used by FASTR.



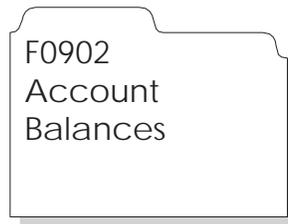
The Business Unit Master is the most important table. It contains the organizational rollups used by FASTR.



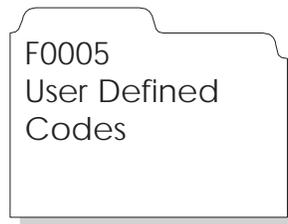
The Account Master is used by the copy facility when creating row specifications. Information copied from the Account Master includes:

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

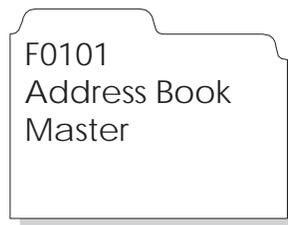
The Account Master is used to create row specifications through dynamic row creation. It is also used for data sequencing when row specifications are not used.



All amount data is extracted from the Account Balances table.



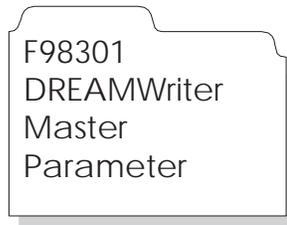
The User Defined Codes table is used to access valid codes and descriptions associated with category codes.



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



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.



The DREAMWriter Master Parameter provides four forms for FASTR processing:

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

Training Environment Case Study

You can create reports by using the Model Local Government organization structure provided with the demonstration environment. The organization structure includes fifteen funds and two account groups. The complete organization structure can be viewed by accessing the General Accounting, Organization, and Account Setup Menu (G09411).

For the exercises, we use specific funds, business units, category codes, and object accounts.

Funds

2000	General Fund
2800	Transportation Fund
2935	Water and Sewer Authority Fund
2995	Electric Fund
3075	Public Safety Employees Retirement System Fund

Business Units

General Fund

2000	General Fund
2001	Revenues
2085	Finance Department
2110	Treasury
2165	Police Administration
2240	Fire Administration

Transportation Fund

2800	Transportation Fund
2801	Revenues
2926	Road Resurfacing
2927	Road Seal Coating
2928	Pothole Repair
2929	Sidewalk Replacement

Water and Sewer Authority Fund

2935	Water and Sewer Authority Fund
2936	Revenues
2940	Sanitary Administration

Electric Fund

2995	Electric Fund
2996	Revenues
3000	Electric Administration

Public Safety Employees Retirement System Fund

3075	Public Safety Employees Retirement System Fund
3076	Revenues
3080	P.S.E.R.S. Fund Administration

Models

3997	Balance Sheet
3998	Revenue
3999	Expenditure/Expense

Business Unit Category Codes

Function

100	General Government
200	Public Safety
300	Highways and Streets
350	Sanitation
400	Health and Welfare
500	Culture and Recreation

600	Conservation
630	Urban Redevelopment and Housing
650	Economic Development and Assistance
660	Economic Opportunity

Fund Type

1	Governmental
2	Proprietary
3	Fiduciary
4	Account Group

Fund Group

1	General
2	Capital Projects
3	Debt Service
4	Enterprise
5	Special Revenue
6	Internal Service
7	General Fixed Assets
8	General Long Term Debt
9	Trust and Agency

Chart of Accounts Structure

Use account 2165.9910 (Contra Clearing Other) for the journal entry creation exercise. When you create row reports using the row accounts duplication feature use level of detail 4 or 5 so that the system can create row account range definitions. Actual transactions are posted to a lower level of detail account, such as 5, 6, or greater. The following is a depiction of the account descriptions on your reports.

Account Description	LOD	Object
Assets	3	1000
Current Assets	4	1001
Cash	5	1100
Investments - Current	5	1130
Receivables	5	1200
Due from Other Funds	5	1320
Interfund Receivables	5	1350
Inventory	5	1400
Prepays	5	1500
Investments - Non-current	5	1700
Advances to Other Funds	5	1710
Investments - Joint Venture	5	1720
Customer Deposits	5	1810
Liabilities, Equity, and Other	3	4000
Current Liabilities	4	4010
Accounts Payable	5	4100
Contracts Payable	5	4135
Customer Deposits	5	4160
Liability Pay from Rest. Assets	5	4170
Accounts Payable Other	5	4190
Accrued Payroll Liability	5	4200
Intergovernmental Payables	5	4400
Due to Other Funds	5	4410
Interfund Payables	5	4411
Other Accrued Liability	5	4700
Equity and Other Credits	4	4900
Reserved Fund Balance	5	4910
Contributed Capital	5	4950
Retained Earnings	5	4959
Retained Earnings Unreserved	5	4970
Unreserved Fund Balance	5	4990
Residual Equity Transfer	5	4997
YTD Excess of Rev over Expend	5	4999

Account Description	LOD	Object
Revenues	3	5000
Tax Revenues	4	5001
General Property Taxes	5	5005
General Sales and Use Taxes	5	5020
Selective Sales and Use Taxes	5	5030
Income Taxes	5	5060
Licenses and Permits	4	5400
Business Licenses and Permits	5	5410
Intergovernmental Revenues	4	5500
Federal Grants	5	5505
State Government Grants	5	5550
Operating Revenues	4	5699
Public Works Fees	5	5740
Utility Fees	5	5750
Non-operating Revenues	4	5901
Interest Revenue	5	5910
Gain (Loss) on Sale of F/A	5	5961
Other Financing Sources	5	5965
Employer Contributions	5	5975
Employee Contributions	5	5976
Operating Transfers-In	5	5999
Expenditures	3	8000
Operating Expenses	3	8005
Personnel Services	4	8010
Purchased Services	4	8300
Supplies	4	8600
Benefits	4	8650
Refunds	4	8660
Depreciation Expense	4	8690
Property	4	8700
Other Objects	4	8800
Debt Services	4	8900
Operating Transfers-Out	4	8950

The Comprehensive Annual Financial Report, also known as CAFR, is a major reporting requirement for all local governments. Examples of many of these reports have been prepared using the Model Local Government demonstration environment. These reports can be found by accessing Public Services Reports on the FASTR menu (G83).

Column Reports



Version Creation

Objectives

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

About Version Creation

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.

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.

Version creation consists of the following tasks:

- Creating a version
- Copying a version



Create a Version

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 for the version. As you complete each form, press Enter to proceed to the next form. To return to the previous form, press F12. To return to the versions list on Public Services Reports, 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



From the FASTR menu (G83), choose Public Services Reports.

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

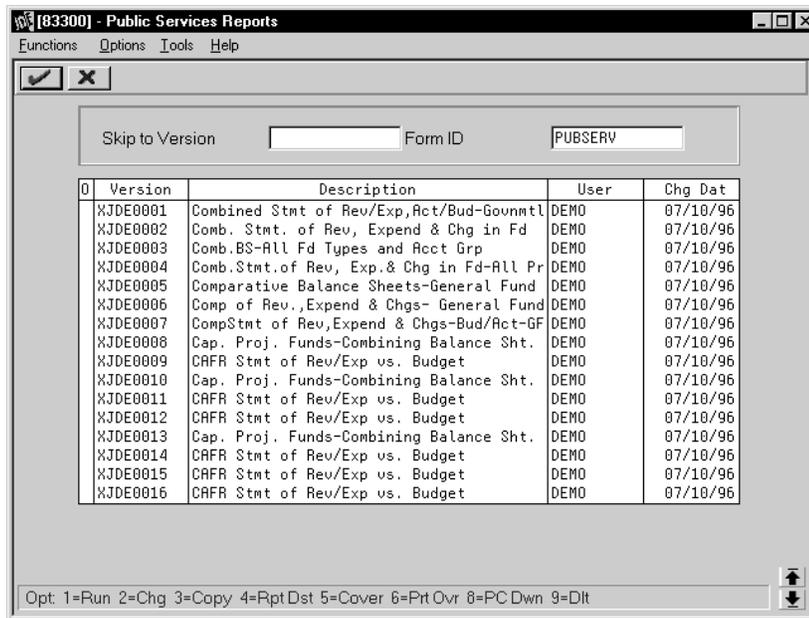
You create a version title to identify the version. Unlike the version ID, which is an alphanumeric code, the version title describes the content of the version. For example, you might create a version title called Month End Report for Fund 2000.

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

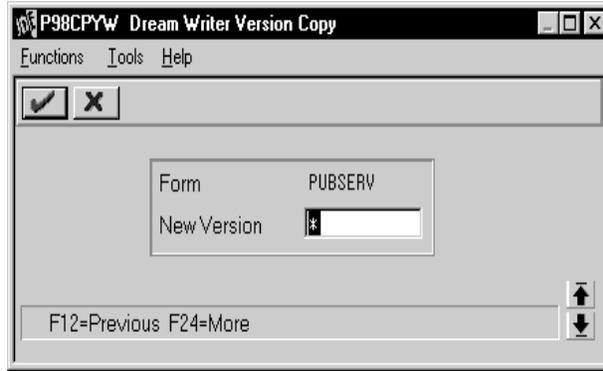
After you enter the version ID, FASTR displays the FASTR Definition Options window, which allows you to choose the functions that you need to create or revise the version. After you choose the functions you need, FASTR displays the corresponding forms.

► To enter the identifying information

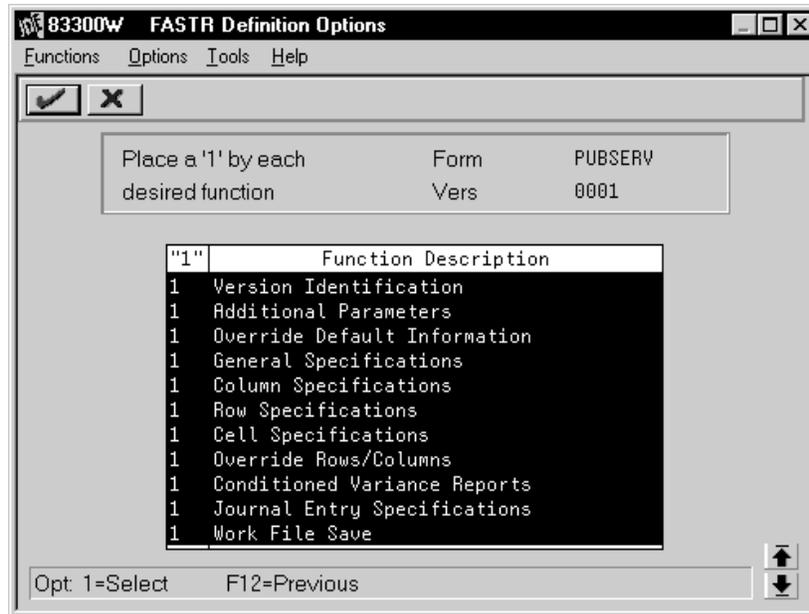
On Public Services Reports



1. Choose Copy next to a blank line.

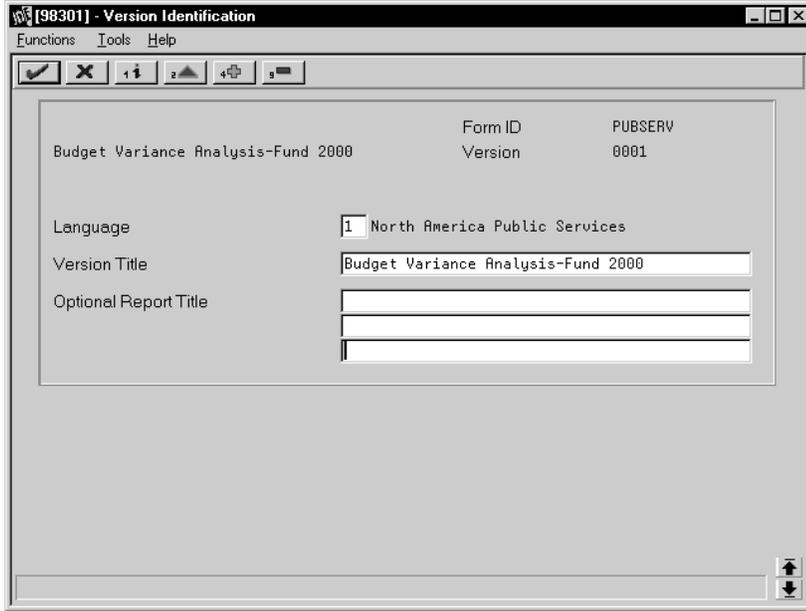


2. On DREAM Writer Version Copy, complete the following field:
 - New Version



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.



4. On Version Identification, complete the following fields:
- Version Title
 - Optional Report Title

Field	Explanation
New Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers.
Version Title	A description of the version that appears next to the version number. The version title is different from the report 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	
Budget Variance Analysis-Fund 2000	
Form ID	PUBSERV
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	*JOB0
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

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
Based On File	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.
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 OPNQRYP is to be based on all members of the physical file (member name = *ALL). DO NOT CHANGE THIS FIELD.
Print Cover Page	<p>Type Y to print the report and cover page, as follows:</p> <ul style="list-style-type: none"> • 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 <p>Type N to print the report only.</p>
Mandatory Processing Option	<p>A code that specifies whether processing options display when the version is submitted. Valid codes are:</p> <p>N Do not display the processing options. This is the default.</p> <p>Y Display the processing options at submittal time.</p> <p>2 Display both the processing options and general specifications.</p> <p>3 Display the general specifications only.</p>
User Exclusive	<p>This field allows you to restrict user access for a report version.</p> <p>Values are:</p> <p>0 No security. Anyone can change, copy, delete, and run the version.</p> <p>1 Medium security. Only the user who created the version can change and delete it. All users can copy and run the version.</p> <p>2 Medium to full security. Only the user who created the version can change, delete, and run it. All users can copy the version.</p> <p>3 Full security. Only the user who created the version can change, delete, copy, and run it.</p>
Format Name	The RPG format name that the system uses in the logical file or open query statement.
Hold on Job Queue	<p>A code used to indicate whether to hold the submitted job in the job queue. Values are:</p> <p>Y Yes</p> <p>N No</p> <p>NOTE: You can use 1 for Y or 0 (zero) for N.</p>

What You Should Know About

Print Instructions field The system prints the program helps for FASTR when you enter Y in the Print Instructions field. 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 report is printed and displayed. 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. 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

Parameter	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 to 5	0
Prt Alpha Name Only	Y or N	blank
Prt. Seq. in Heading	Y or N	blank

Parameter	Allowed Values	Default
Account LOD Range	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

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

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 what to print, complete the following fields:
 - Print Row When 0
 - Print Description with Keys
 - Subledger Description
 - Include Zero Records
5. To further define the report for the specified function, complete the following fields:
 - Print Alpha Name Only
 - CC 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 fund sensitive, the first sequence on General Specifications must be fund.

Field	Explanation
Date Title	<p>Determines how the date title appears at the top of each page of the report. Values include:</p> <p>B Balance sheet, for example, As of June 30, 1998.</p> <p>P Profit and Loss, for example, For the Six Months Ending June 30, 1998.</p> <p>S Single period, for example, For the Month Ending June 30, 1998.</p> <p>1–9 Custom. Typically, this is used by international clients.</p> <p>blank No date title. This is the default value.</p>
Form Width	<p>Determines the number of characters across the page that the report can support. Values are:</p> <p>1 132 characters. This is the default value.</p> <p>2 198 characters. Anything over 198 characters is truncated. (Not all printers support 198 characters.)</p> <p>This option overrides the setting on Printer Overrides.</p>
Print Program ID/Page	<p>Determines whether the program ID, page number, and run date and time appear at the top of each page of the report. Values are:</p> <p>Y Include these items on the report. This is the default value.</p> <p>N Do not include these items on the report.</p>
Division Factor	<p>Determines how the displayed amounts appear. Values are:</p> <p>0 Pennies</p> <p>1 Whole dollars</p> <p>10 Tens</p> <p>100 Hundreds</p> <p>1000 Thousands</p> <p>Amounts are rounded, not truncated, with standard 5/4 rounding.</p> <p>The display decimals on other forms:</p> <ul style="list-style-type: none"> • 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
Reverse Sign	<p>This code is for printing purposes only. It determines whether signs for balances are globally reversed for profit and loss accounts. Valid codes are:</p> <p>Y Reverse the signs. Print credit balances (revenue accounts) as positive numbers and debit balances (expense accounts) as negative numbers.</p> <p>N Do not reverse the signs. This is the default.</p>

Field	Explanation
Default Edit Code	<p>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):</p> <ul style="list-style-type: none"> • 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 <p>Refer to user defined codes (system 98/ type EC) for all valid codes, including additional J.D. Edwards edit codes.</p>
Default Decimals	<p>The system uses this field to determine the number of decimal positions to use for rows or columns that contain division calculations.</p> <p>Values are 0 through 5. The default is 0. Amounts are rounded, not truncated, using standard 5/4 rounding.</p> <p>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.</p>
Print Row When 0	<p>Determines whether rows with zero amounts are printed on versions with row specifications. Valid codes are:</p> <ul style="list-style-type: none"> 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. <p>..... <i>Form-specific information</i></p> <p>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.</p>
Print Description W/Keys	<p>Determines whether to print the description with the numeric indicator of the row’s value. Valid codes are:</p> <ul style="list-style-type: none"> 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.

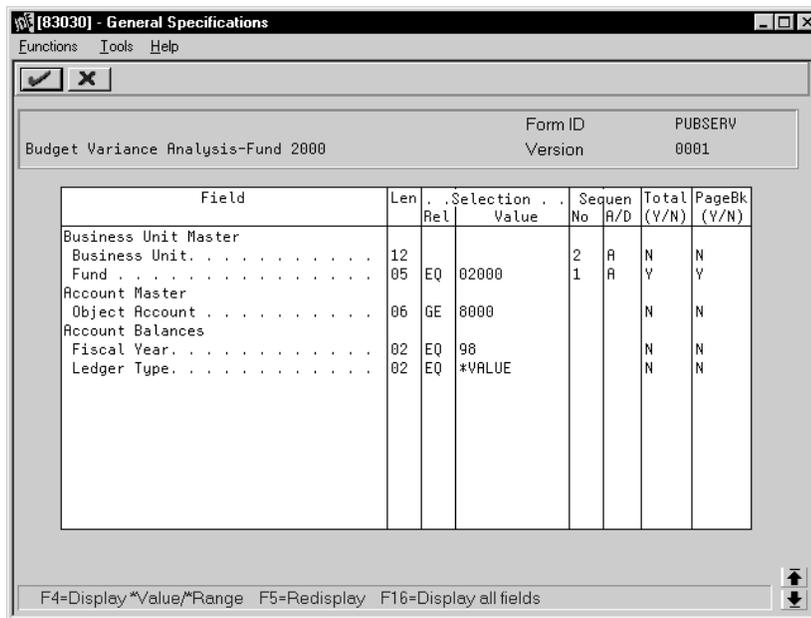
Field	Explanation
Subledger Description	Determines the amount of detail to print for a subledger description. Values are: Blank Single line F Full description S The tax ID for address book
Include Zero Records	Determines whether to print zero amounts. These can be Account Balances amounts that net to 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.
Print Alpha Name Only	Determines what to print when sequencing by address number.
Business Unit 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 Accounting	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: <ul style="list-style-type: none"> • 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

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.



Defining the workfile is very important in 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 (the AA ledger), you could choose fund and not ledger type. However FASTR would include *all* ledger types for the fund. The report could take considerably longer to process than if you also 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 Balance	_____	Fund #	_____		
	Period 1	_____	Subledger	_____		
	.	_____				
	.	_____				
	Period 14	_____				

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 detail 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 fund as sequence number 1, object account as sequence 2, and subsidiary as sequence 3. Accounts will be sequenced on the report under their respective major accounting classes, and major accounting classes will be sequenced under their respective funds.

Totals and Page Breaks

You can define which accounts the system creates totals and page breaks for on a report. Totals and page breaks are generated whenever the account changes. For example, if you define totals for fund and category code, the system prints a total line each time the category code or fund changes for the previous category code or fund. If you define page breaks for fund, a new page begins each time the fund changes.

► To define the workfile

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

On General Specifications

Field	Len	Selection Rel	Value	Sequen No	A/D	Total (Y/N)	PageBk (Y/N)
Business Unit Master	12			2	A	N	N
Type Business Unit	02						
Description - Compressed	40						
Fund	05	EQ	02000	1	A	Y	Y
Address Number	08						
County	03						
State	03						
Model Account/Consolidations	01						
Function	03						
Program	03						
Activity	03						
Sub-Activity	03						
Business Unit Type	03						
Fund Type	03						
Fund Group	03						

Form ID: PUBSERV
Version: 0001

Functions Tools Help

F4=Display *Value/*Range F5=Redisplay F16=Display all fields

1. For the data fields that are relevant to your report, complete the following fields:

- Relationship
- Selection Value
- Report Sequence Number
- Sequence A/D
- Total
- Page Break

Do not press Enter.

2. If you are using *VALUE or *RANGE to define multiple values or ranges of values for a data field, choose Display *Value/*Range.
3. In the detail area, page down to the data field for which you want to define multiple values or ranges.
4. Complete the following field:
 - *Range or *Value

This field must be completed across the form. Do not leave any fields blank between your selections.

5. Choose Redisplay.

Field	Explanation
Relationship	<p>A code that describes the relationship between the range of variances you display. Valid codes are:</p> <ul style="list-style-type: none"> 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 <p>..... <i>Form-specific information</i></p> <ul style="list-style-type: none"> OS Organizational structure <p>For FASTR, you cannot use codes NL, NG, CT, and CU.</p>
Selection Value	<p>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:</p> <ul style="list-style-type: none"> • A specific value, such as a fund 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. <p>You can specify a character string of fixed and variable characters with the *WILDCARD value.</p>

Field	Explanation
Report Sequence Number	<p>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.</p> <p>For row reports, the rows print once for each group of sequenced fields. For example, if fund is sequence 1 and business unit is sequence 2, rows print for each business unit under each fund and page break.</p> <p>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 subtotalling.</p>
Sequence A/D	Determines whether a selected data field is sequenced in ascending order (A) or descending order (D). Ascending order is the default.
Total	Controls total and subtotal breaks in the report. This field is ignored for row reports.
Page Break	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.

Sequencing on a fund

If your first sequence is on a fund, the system uses the financial reporting date of that fund. If your first sequence is not on a fund, the system uses the financial reporting date of fund 00000.

Sequencing on a blank business unit category code

If you need a consolidated report of all funds in the system, sequence on an unused business unit category code because all the business units in the category code will be blank and 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 nonprint columns, plus one description column, for a total of 41 columns. You use nonprint 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.

Col Nbr	Column Upper	Headings Lower	Col Siz	Prt Col	LT	Col Typ	Col Amnts	Selections or Calculations
01			40	01				
02			10	02				
03			10	03				
04			10	04				
05			10	05				
06			10	06				
07			10	07				
08			10	08				
09			10	09				
10			10	10				
11			10	11				

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		Col Size	Prt Col	LT	Col Typ	Col Amt	Selections of Column Headings
	Upper	Lower						
	Description		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																				
<table border="1"> <thead> <tr> <th>Description</th> <th>Actual Amounts</th> <th>Budget Amounts</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Fund Name</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Department</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Account 1</td> <td>156,000</td> <td>39,000</td> <td>117,000</td> </tr> <tr> <td>Account 2</td> <td>44,000</td> <td>11,000</td> <td>33,000</td> </tr> </tbody> </table>			Description	Actual Amounts	Budget Amounts	Variance	Fund Name				Department				Account 1	156,000	39,000	117,000	Account 2	44,000	11,000	33,000
Description	Actual Amounts	Budget Amounts	Variance																			
Fund Name																						
Department																						
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	Headings
Upper	Lower

Description

When you update your entry, it appears as follows:

Column	Headings
Upper	Lower

ption
Descri

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 Upper	Headings Lower
Heading wi an 20 Char	th More Th 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 detail area.

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

Column Upper	Headings 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 Upper	Headings Lower
Heading Four	with 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 contain data from the records in the workfile
- Calculation columns 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 detail area, as follows:

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



If you enter a fiscal year for a column in the detail area, verify 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 detail 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 Amt	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 Amt	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 nonprint 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 nonprint columns. To define a nonprint column, enter NP in the Print Column field.

Other Column Calculation Codes

The % code is used to calculate a percentage of the data in the specified column. The %R code is used to modulate the percentage for the column totaling across for each row. The CR code is used to modulate the column totaling across for each row.

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	To apply column calculations to every row (including row calculations), totals accumulate across the page.
C and %	To apply 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 STUDENTXX 001	J.D. Edwards & Company Percentage Variance Column Column Type 'C' Column 2 / Column 1 x 100		02/19/98 ² 13:55:18
	<u>Budget</u>	<u>Budget Variance</u>	<u>% Variance</u>
Salaries and Wages			
Regular Employees	156,000	20,000	12.8
Overtime	<u>44,000</u>	<u>5,000</u>	<u>11.4</u>
Salaries and Wages	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.

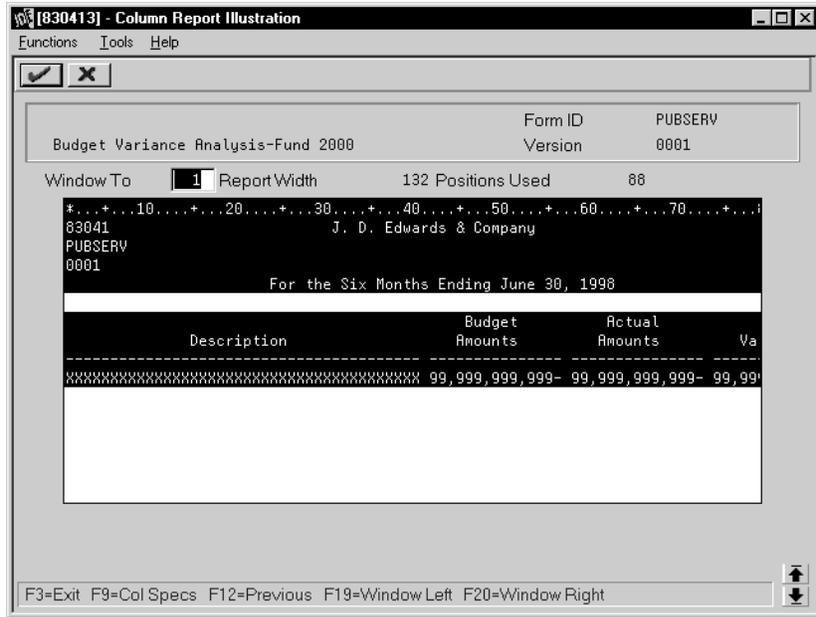
83500 STUDENTXX 001	J.D. Edwards & Company Percentage Variance Column Column Type 'CR' Column 2 / Column 1 x 100		02/19/98 ² 13:55:18
	<u>Budget</u>	<u>Budget Variance</u>	<u>% Variance</u>
Salaries and Wages			
Regular Employees	156,000	20,000	12.8
Overtime	<u>44,000</u>	<u>5,000</u>	<u>11.4</u>
Salaries and Wages	200,000	25,000	12.5

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

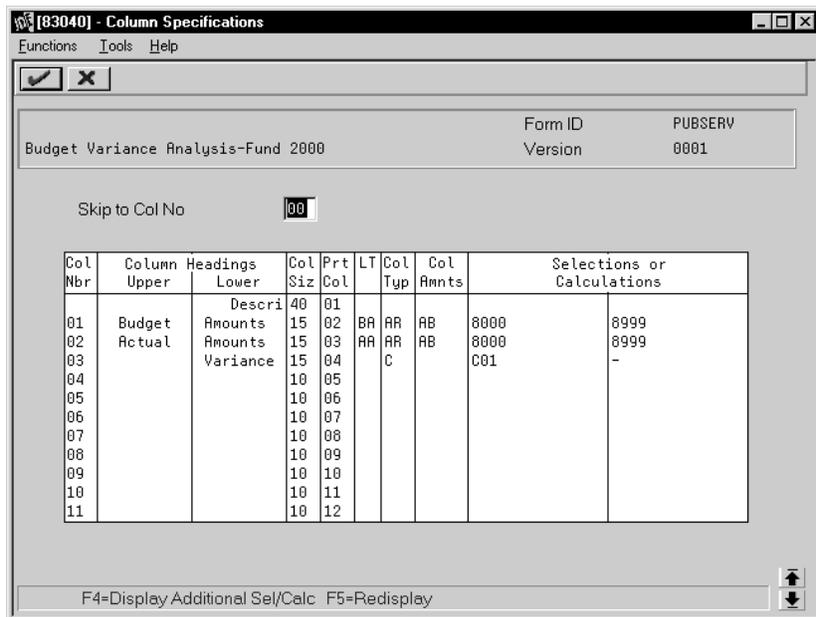
► To define the columns

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

1. On Column Report Illustration, choose the Column Maintenance function.



Column Specifications appears.



2. On Column Specifications, to define the description column, complete the following fields in the first line (the one without a column number):
 - 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 detail 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	<p>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.</p> <p>The Description column heading can be between 1 and 60 characters and is a single-line heading. Centering is controlled by the column size.</p> <p>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.</p>
Column Size	<p>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.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>
Print Column	<p>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.</p>
Ledger Type	<p>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.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>

Field	Explanation
Column Type	<p>The column type code (system 83/ type CT) specifies whether columns are selection (extracted data) or calculation columns.</p> <p>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).</p> <p>Selection columns can be set up to extract information from the general ledger. Selections can be made by fund, reporting code, business unit, account range, or subledger and account range.</p>
Column Amounts	<p>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).</p> <p>An entry in the Fiscal Year field in the detail area affects this field.</p> <p>This field is for selection columns only.</p>
Selections or Calculations	<p>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:</p> <ul style="list-style-type: none"> • 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. • Calculation fields. Use the lefthand columns for column numbers or numbers used in the calculation. Use the righthand column for the arithmetic operator used in the calculation. For example, assume you want Column Number 03 to contain the result of Column Number 01 minus Column Number 02. In the first calculation field for Column Number 03, type C01. In the second field, type - (minus sign). In the third field (under the first one), type C03. <p>The arithmetic operators you can use are:</p> <ul style="list-style-type: none"> • + (add) • - (subtract) • / (divide) • * (multiply)

Field	Explanation
Fiscal Year	<p>Values are:</p> <ul style="list-style-type: none"> • 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	<p>Specifies the number of decimals to be displayed for a column or row. The default value is based on the division factor (for columns with account balances and calculations) and default decimals (for columns with division calculations only) from the Override Default Information form.</p>
Edit Code	<p>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):</p> <ul style="list-style-type: none"> • 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 <p>Refer to user defined codes (system 98/ type EC) for all valid codes, including additional J.D. Edwards edit codes.</p>
Total	<p>Controls total and subtotal breaks in the report. This field is ignored for row reports.</p>
Currency Symbol	<p>Specifies whether to print the currency symbol on the left side of the numeric value.</p>

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.

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 foot down the page. If you use CR, totals foot 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

Form ID: PUBSERV
Version: 0001

Skip to Col No: 00

Col Nbr	Column Headings Upper Lower	Col Siz	Prt Col	LT Col	Col Type	Col Amnts	Selections or Calculations
01	Budget Amounts	15	02	BA AR AB	AB	8000	8999

Display Decimals: 0
Total (Y/N): Y
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

1. Choose Display Additional Selections/Calculations.
2. Locate the column 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 columns with account balances and calculations) and default decimals (for columns with division calculations only) from the Override Default Information form.

Field	Explanation
Edit Code	<p>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):</p> <ul style="list-style-type: none"> • 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 <p>Refer to user defined codes (system 98/ type EC) for all valid codes, including additional J.D. Edwards edit codes.</p>
Total	<p>Controls total and subtotal breaks in the report. This field is ignored for row reports.</p> <p>..... <i>Form-specific information</i></p> <p>For individual columns, you can override the default specified on Override Default Information.</p>

Arranging the Columns in a New Sequence

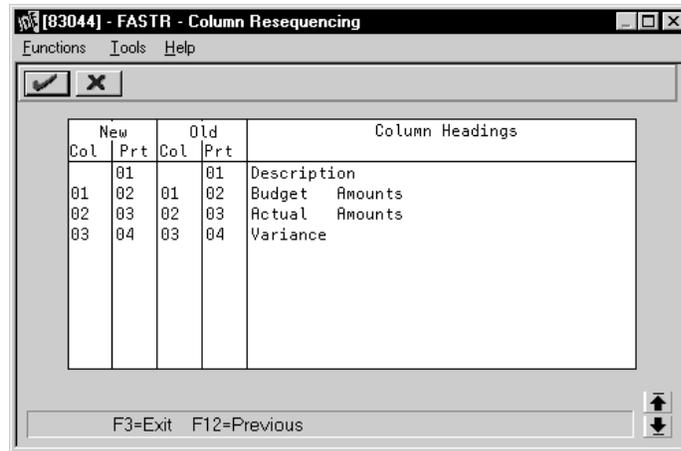
If you delete or add columns to a version or want to arrange columns in a new sequence on the report, you might also want to assign new column numbers to make the column specifications easier to read. When you assign new column numbers, the system revises calculations in calculation columns so that they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

1. Choose Resequence Columns.



2. 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 Column Number	Allows a column number to be changed to a new column number.
New Print Number	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

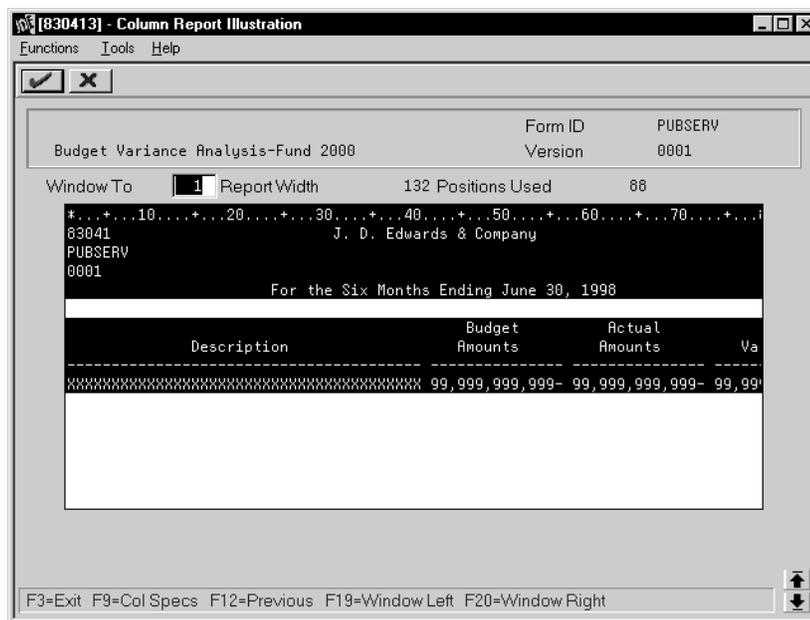
Column Report Illustration appears with a representation of the layout of your report after you complete the information on Column Specifications and press Enter.

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 multi-million dollar amounts, such as 219,000,000.00, your column width must be at least 14 spaces, 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
Window To	Designates the position of the left-most margin on the report.

► **To review single-column specifications**

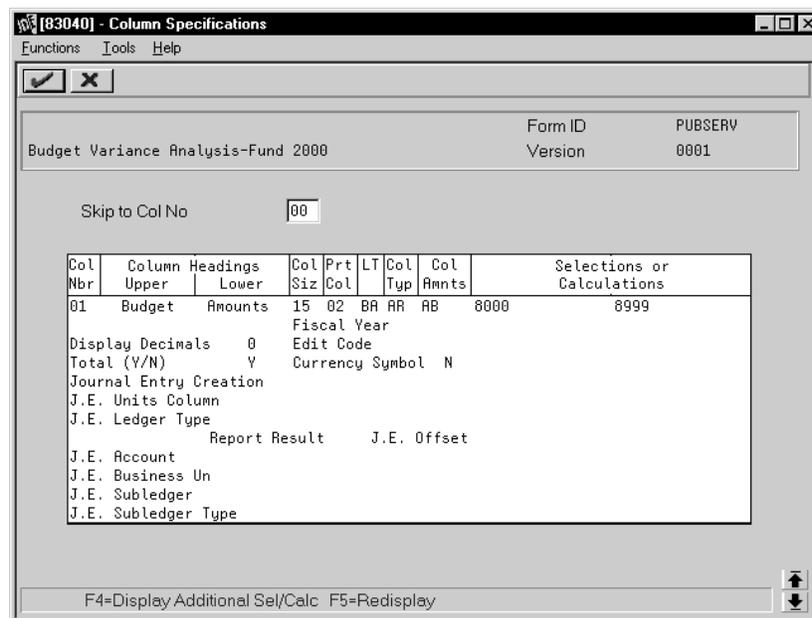
You can review the specifications for an individual column. You can also:

- 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 WorldVizion, click on the column 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.



2. On Single Column Specifications, review the specifications for the column and make any changes.
3. Return to Column Report Illustration.

Processing the Version

After you review the report layout, you run the version to process and print the report. Complete the following tasks:

- Work with the version
- Print the report

Working with the Version

Working with the version consists of the following tasks:

- Running the version
- Reviewing the submitted version

▶ **To run the version**

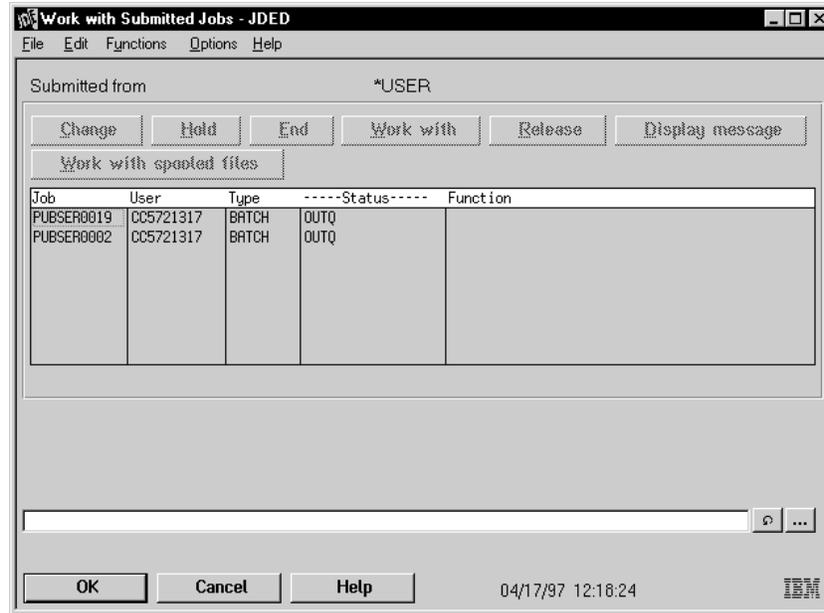
On Column Report Illustration

1. Press Enter until you return to the versions list on Public Services Reports.
2. On Public Services Reports, choose Run for your version.

▶ **To review the submitted version**

After you run the version, you can review the submitted job.

1. On any command line, enter 33 to display submitted jobs.



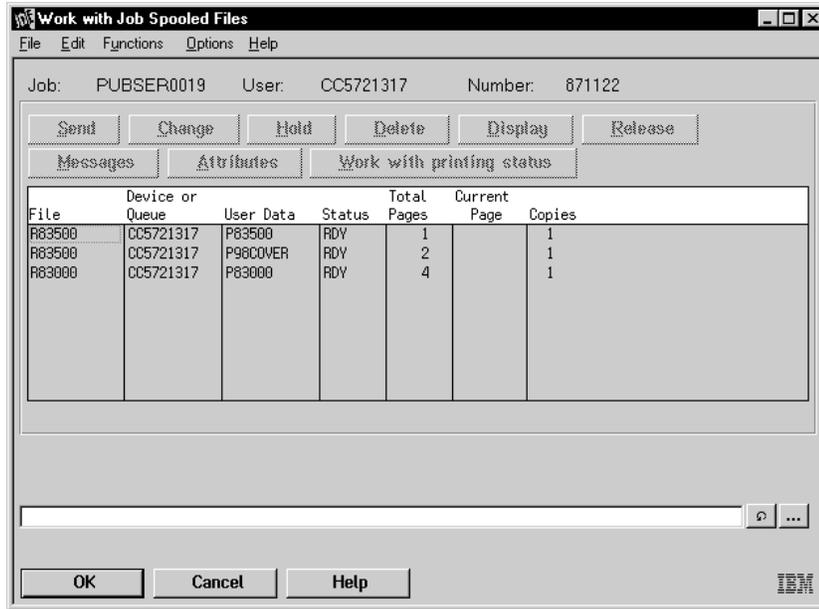
2. On Work with Submitted Jobs, review the following field for your job to determine whether the job has finished processing:

- Status

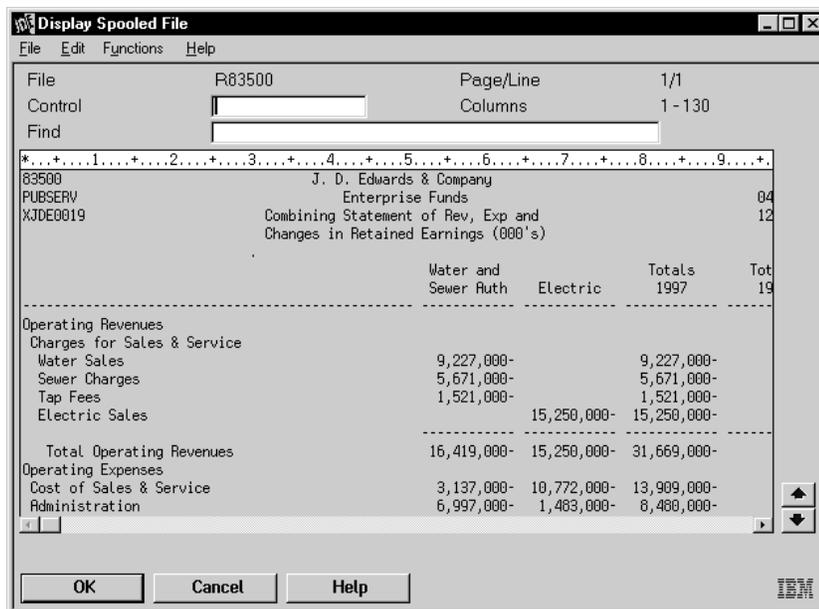


The last job to appear in the list is your job. From Work with Submitted Jobs, you can view the print file by entering the appropriate option.

3. From Work with Submitted Jobs.
4. Highlight the job and click on Work with Spooled Files.



5. 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.



Printing the Report

After the submitted version has processed, you can print the report and review it.

▶ **To print the report**

1. Follow your organization's procedures for printing the report.
2. Review the report.



Exercises

See the exercises for this chapter.

Copy a Version

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 set up. 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 Public Services Reports, 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

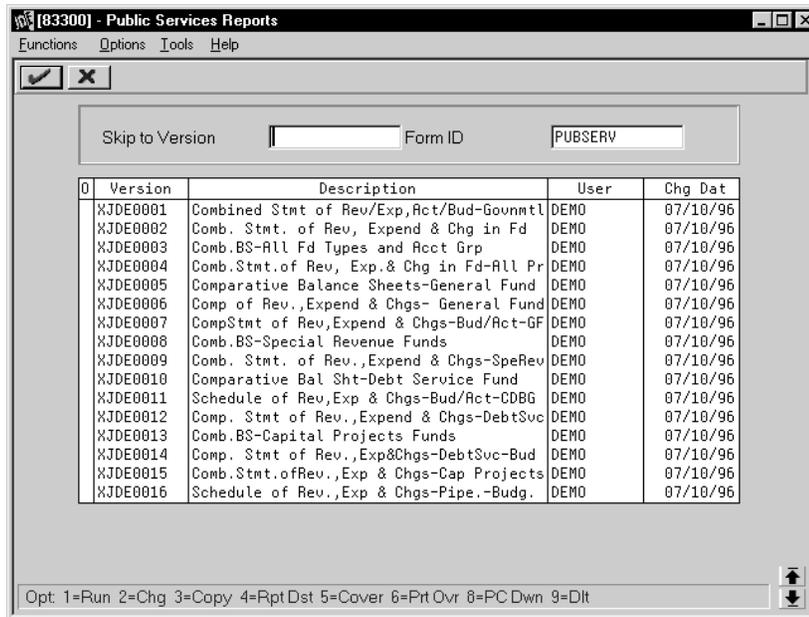


From the FASTR menu (G83), choose Public Services Reports.

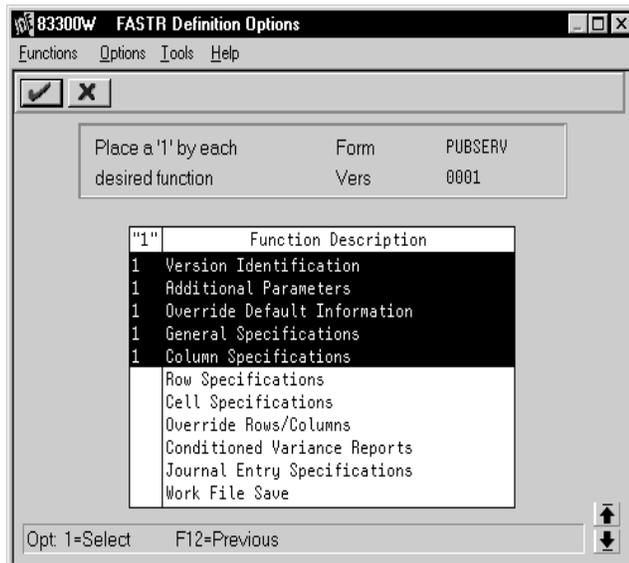
When you copy a version, you must assign a new version ID. In addition, you can revise the version title and optional report title to suit your needs.

► To revise the identifying information

On Public Services Reports



1. Choose Copy next to the version that you want to revise.
2. On Dream Writer Version Copy, complete the following field:
 - New Version

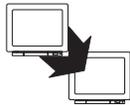


3. On the FASTR Definition Options window, delete the 1 next to any function you don't need to work with and press Enter to access Version Identification.
4. On Version Identification, complete the following fields:
 - Version Title
 - Optional Report Title

See Also

- *Entering the Identifying Information*

Revising the Default Information



From the FASTR menu (G83), choose Public Services Reports.

After you revise the identifying information for the copied version, you can revise any of the default values on Override Default Information to suit your needs.

You can revise the fields on any form as necessary.

▶ **To revise the default information**

On Public Services Reports

1. Access FASTR Definition Options by entering a 2 in the following field next to the version that you want to revise:
 - Option
2. Access FASTR Definition Options.
3. On FASTR Definition Options, select Override Default Information.

		Allowed Values	Default
Form Width	<input type="checkbox"/>	1=132, 2=196	1
Current Period	<input type="checkbox"/>	Enter Date	Cur F/R Date
Division Factor	<input type="checkbox"/>	0=pennies, 1, 10, etc	1 (dollars)
Reverse Sign	<input type="checkbox"/>	Y or N	N
Print Row When "0"	<input type="checkbox"/>	Y, N, A, or 3-9	Y
Print Descr W/Keys	<input type="checkbox"/>	Y, S, or N	N
Date Title	<input type="checkbox"/>	B=B/S, P=P&L, S=Single	blank (none)
Print Pgm ID/Page	<input type="checkbox"/>	Y or N	Y
Default Edit Code	<input type="checkbox"/>	See Table	None
Default Decimals	<input type="checkbox"/>	0 to 5	0
Prt Alpha Name Only	<input checked="" type="checkbox"/>	Y or N	blank
Prt. Seq. in Heading	<input type="checkbox"/>	Y or N	blank

Enter=Update F3=Exit

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

- 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

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

5. On Override Default Information, complete the following optional fields:

- Account Level of Detail Range
- Business Unit Level of Detail
- Subledger Description
- Omit Cutback Accounts
- Job Cost Headings
- PC Download File
- Member Name
- 52 Period Accounting
- Include Zero Records
- AAI Subtotaling
- Ending Object

Reviewing and Running the Report

After you copy a version, you can review and run a report. To run a copied version, you follow the same steps you use when running a new version.

What You Should Know About

Hidden information

You should review all forms and detail 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

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 FR type AAI's, that is, items where you assign totals in your report. FR type AAI's appear in your report as FRxx, in which xx stands for any two-letter combination. You use the FR type AAI's 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:

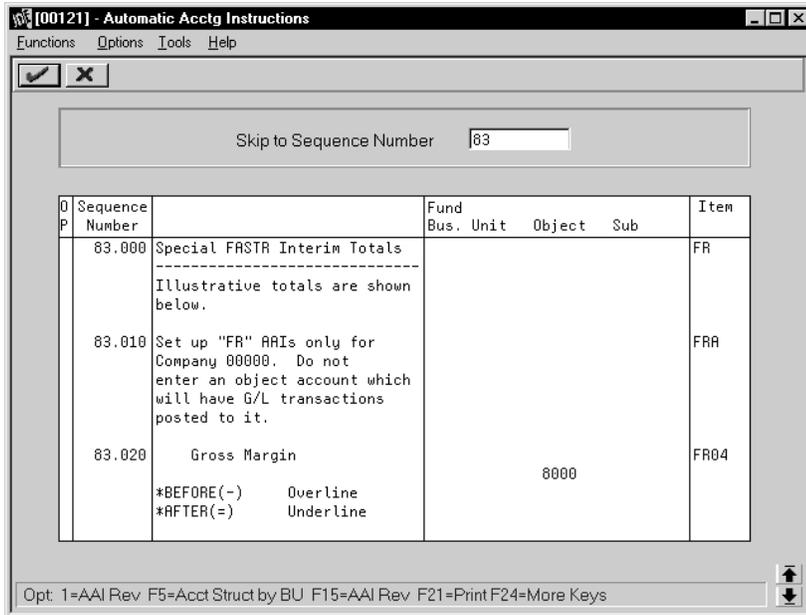
- View automatic accounting instructions
- Enter subtotals

To view automatic accounting instructions

From the FASTR menu (G83), verify that cursor is on the command line.

On the command line

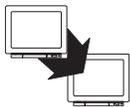
1. To access Automatic Accounting Instructions, enter AAI.



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



From the FASTR menu (G83), choose Public Services Reports.

On Public Services Reports

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

		Form ID	PUBSERV
Budget Variance Analysis-Fund 2000		Version	0001
		Allowed Values	Default
Account LOD Range	<input type="checkbox"/> to <input type="checkbox"/>	3 to 9, blank=not used	blank
CC Level Of Detail	<input type="checkbox"/>	1 to 9, blank=not used	blank
Subledger Descr	<input type="checkbox"/>	F=Full, blank=Single Line	blank
Omit Cutback A/C's	<input type="checkbox"/>	Y or N	N
Job Cost Headings	<input type="checkbox"/>	Y or N	N
PC Download File	<input type="checkbox"/>	Y N or A	N
Member Name	<input type="text"/>	Valid IBM Object Name	blank
52 Period Acct	<input type="checkbox"/>	Y or N	N
Include Zero Rec	<input type="checkbox"/>	Y or N	N
AAI Subtotaling	<input type="checkbox"/>	Y or N	N
Ending object	<input type="text"/>	Object Account	blank

Enter=Update F3=Exit

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 Public Services Reports.

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 Public Services Reports

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

		Allowed Values	Default
Budget Variance Analysis-Fund 2000		Form ID PUBSERV	
		Version 0001	
Account LOD Range	<input type="checkbox"/> to <input type="checkbox"/>	3 to 9, blank=not used	blank
CC Level Of Detail	<input type="checkbox"/>	1 to 9, blank=not used	blank
Subledger Descr	<input type="checkbox"/>	F=Full, blank=Single Line	blank
Omit Cutback A/C's	<input type="checkbox"/>	Y or N	N
Job Cost Headings	<input type="checkbox"/>	Y or N	N
PC Download File	<input type="checkbox"/>	Y N or A	N
Member Name	<input type="text"/>	Valid IBM Object Name	blank
52 Period Acct	<input type="checkbox"/>	Y or N	N
Include Zero Rec	<input type="checkbox"/>	Y or N	N
AAI Subtotaling	<input type="checkbox"/>	Y or N	N
Ending object	<input type="text"/>	Object Account	blank

Enter=Update F3=Exit

4. On Override Default Information, complete the following fields:
 - Account Level of Detail Range

Field	Explanation
Account Level Of Detail 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.
--------------------------------	--



Version Revision

Objectives

- To revise an existing version

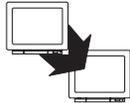
About Version Revision

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

Revising a Version



From the FASTR menu (G83), choose Public Services Reports.

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

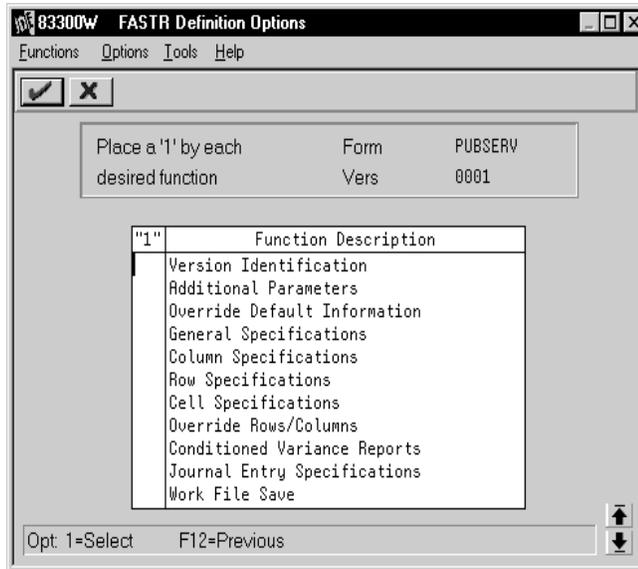
On Public Services Reports

The screenshot shows a window titled "[83300] - Public Services Reports" with a menu bar (Functions, Options, Tools, Help) and a toolbar. Below the toolbar is a "Skip to Version" field and a "Form ID" field containing "PUBSERV". The main area contains a table with the following data:

0	Version	Description	User	Chg Dat
	XJDE0001	Combined Stmt of Rev/Exp,Act/Bud-Govnmntl	DEMO	07/10/96
	XJDE0002	Comb. Stmt. of Rev, Expend & Chg in Fd	DEMO	07/10/96
	XJDE0003	Comb.BS-All Fd Types and Acct Grp	DEMO	07/10/96
	XJDE0004	Comb.Stmt.of Rev, Exp.& Chg in Fd-All Pr	DEMO	07/10/96
	XJDE0005	Comparative Balance Sheets-General Fund	DEMO	07/10/96
	XJDE0006	Comp of Rev.,Expend & Chgs- General Fund	DEMO	07/10/96
	XJDE0007	CompStnt of Rev,Expend & Chgs-Bud/Act-GF	DEMO	07/10/96
	XJDE0008	Comb.BS-Special Revenue Funds	DEMO	07/10/96
	XJDE0009	Comb. Stmt. of Rev.,Expend & Chgs-SpeRev	DEMO	07/10/96
	XJDE0010	Comparative Bal Sht-Debt Service Fund	DEMO	07/10/96
	XJDE0011	Schedule of Rev,Exp & Chgs-Bud/Act-CDBG	DEMO	07/10/96
	XJDE0012	Comp. Stmt of Rev.,Expend & Chgs-DebtSvc	DEMO	07/10/96
	XJDE0013	Comb.BS-Capital Projects Funds	DEMO	07/10/96
	XJDE0014	Comp. Stmt of Rev.,Exp&Chgs-DebtSvc-Bud	DEMO	07/10/96
	XJDE0015	Comb.Stnt.ofRev.,Exp & Chgs-Cap Projects	DEMO	07/10/96
	XJDE0016	Schedule of Rev.,Exp & Chgs-Pipe.-Budg.	DEMO	07/10/96

At the bottom of the window, there is a status bar with the text: "Opt: 1=Run 2=Chg 3=Copy 4=RptDst 5=Cover 6=Prt Ovr 8=PCDwn 9=Dlt" and a vertical scroll bar on the right.

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



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.



Understand Defaults and Overrides

About 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:

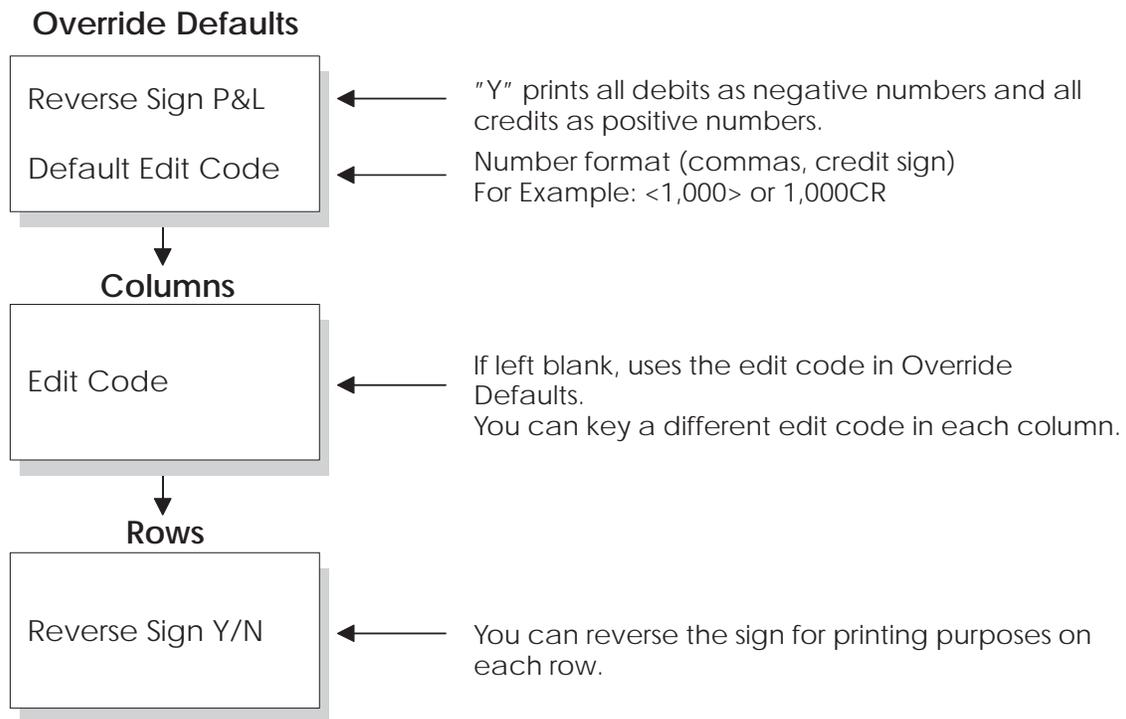
- Ledger type
- Fiscal year
- Decimal places
- Debit/credit signs
- Totals

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.

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.



Decimal Places

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

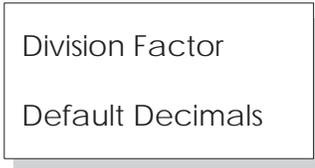
The following illustrates no decimals assigned to the values in the first three columns. In the last column, two decimals are assigned.

Example:

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

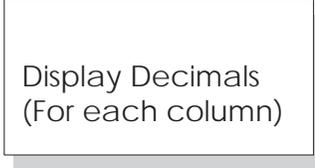
The following illustrates how you set up your default values for Division Factor and Default Decimals on Override Default Information. On Column Specifications, you can override the values in each column in the Display Decimals field. On Row Specifications, you can override the values for each row. On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

Override Default Info



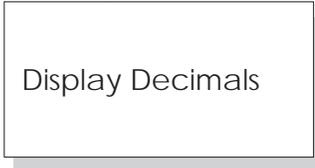
Determines rounding of currency amounts (In our example, amounts were rounded to whole dollars)
Determines number of decimals, for columns using division calculations (Example: Percentages)

Column Specifications



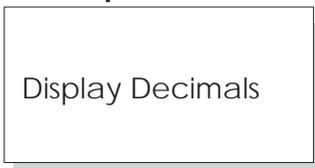
Defaults from Override Default Information
Can override the number of decimals on a column-by-column basis

Row Specifications



Can override for each row

Cell Specifications



Can override for each cell

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

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

Creating Versions with Row Specifications

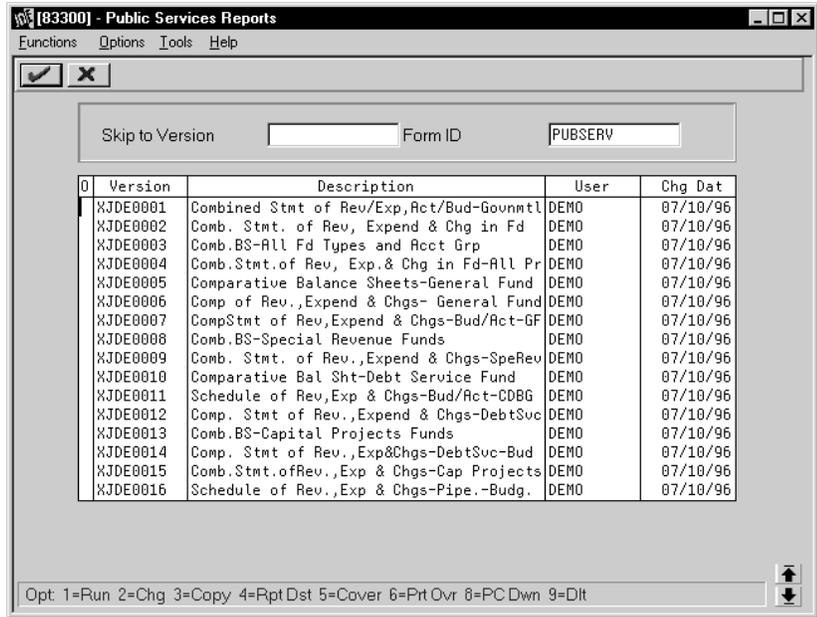
When you create a version with row specifications, you can include certain parameters that you cannot include in a column only version. These parameters let you:

- 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 fund
- 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, general government

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 expenditure/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

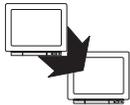


What You Should Know About

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



From the FASTR menu (G83), choose Public Services Reports.

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

- 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 are 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 expenditures/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 organization 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 expenditures. 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	
Tax Revenues	449,000.00
Licenses and Permits	<u>127,000.00</u>
Total Revenue	576,000.00
Expenditures	
General Government	293,000.00
Public Safety	<u>86,000.00</u>
Total Expenditures	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.

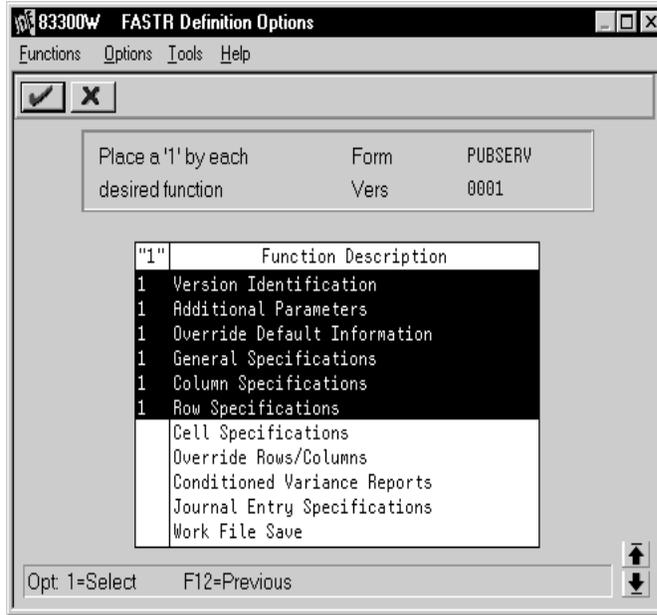
Job Cost Requirements

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.

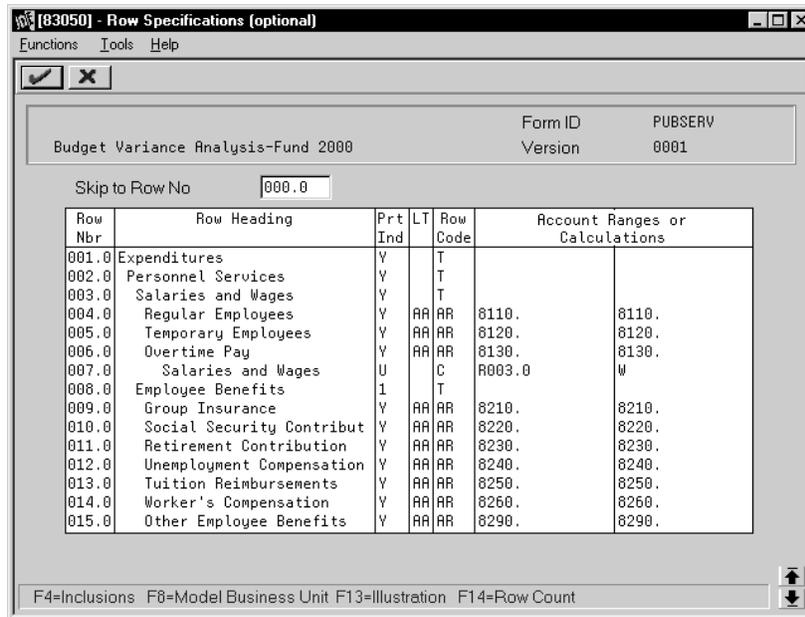
To activate row account duplication

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option



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:

- 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	<p>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 business unit/ facility. The Business Unit field is alphanumeric.</p> <p>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 A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p> <p>..... <i>Form-specific information</i></p> <p>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 fund defined on General Specifications.</p>
From Account	<p>Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated.</p> <p>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.</p> <p>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.</p>
Thru Account	<p>Identifies the ending object account in a range of accounts. Only amounts posted to accounts in this range are allocated.</p> <p>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.</p>
Account Level of Detail Totals	<p>Determines whether totals are generated at every break in the level of detail. Values are:</p> <p style="padding-left: 40px;">Y Yes. This is the default value.</p> <p style="padding-left: 40px;">N No.</p>

Field	Explanation
Account Level of Detail	<p>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:</p> <ul style="list-style-type: none"> 3 Assets, Liabilities, Revenues, Expenditures/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 – Sheriff, Petty Cash – City Manager, and so on. 8 More Detail 9 More Detail <p>Levels 1 and 2 are reserved for fund and business unit totals.</p> <p>When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.</p> <p>The default value of 9 indicates the greatest level of detail.</p>
Account Sequence	<p>The indicator for either account range sequence or job cost sequence. Values are:</p> <ul style="list-style-type: none"> A Object.subsidiary J Subsidiary.object
Ledger Type	<p>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.</p> <p>..... <i>Form-specific information</i></p> <p>The system determines all ledger types based on the column or cell specifications that you defined.</p>
Dynamic Row Creation	<p>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:</p> <ul style="list-style-type: none"> Y Yes, use dynamic row creation N No, do not use dynamic row creation <p>..... <i>Form-specific information</i></p> <p>No special totals can be entered when you use dynamic row creation.</p>

Field	Explanation
Add to Existing Rows	<p>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:</p> <p style="margin-left: 40px;">Y Add rows N Do not add rows</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>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.</p>
Job Cost Report Format	<p>Changes ledger type to *A in generated rows. This is useful when creating reports that compare actual to budgeted costs. Values are:</p> <p style="margin-left: 40px;">Y Change ledger type N Do not change ledger type</p>
Job Cost Report with Units	<p>Determines whether to create rows for each account range with ledger type of *U. Values are:</p> <p style="margin-left: 40px;">Y Create rows N Do not create rows</p> <p>Y is valid only if the Job Cost Report Format field is also set to Y.</p>

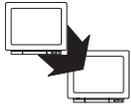
▶ To activate dynamic row creation

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option
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



From the FASTR menu (G83), choose Public Services Reports.

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 Fixed Assets to be a heading for the 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 $R1 / R2 + R3$.
- $(R001.0 + R002.0) / R003.0$ 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:

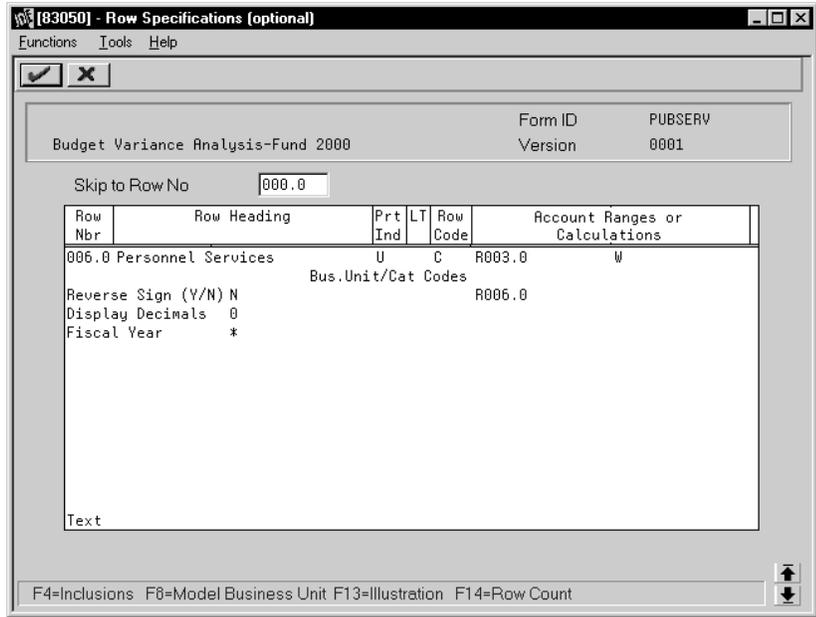
- $R004.0 = R002.0 + R003.0$.
- $R001.0 / (R002.0 + R003.0)$ is entered as $R1 / R4$.

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 rows manually

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option
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 detail area for Row Specifications.



5. On Row Specifications, complete the following fields:

- Reverse Sign
- Display Decimals
- Fiscal Year
- Text

Field	Explanation
Row Number	<p>Identifies the row on your worksheet. Values are 000.1 through 400.0. Use the decimal function to insert new lines between existing lines.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>
Row Heading	<p>An explanation of the row that prints in the Description column. The column width for the description can be between 20 and 40 characters.</p> <p>..... <i>Form-specific information</i></p> <p>Row headings can be up to 40 characters long. The first 29 characters appear on the initial form and the other 11 in the detail area.</p>

Field	Explanation
Print Indicator	<p>A code that controls the printing of rows in the financial report writer. Values are:</p> <ul style="list-style-type: none"> 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	<p>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.</p>
Row Code	<p>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.</p>
Account Ranges or Calculations	<p>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.</p> <p>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.</p> <p>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.</p> <p>The arithmetic operators you can use are:</p> <ul style="list-style-type: none"> • + (add) • – (subtract) • / (divide) • * (multiply)

Field	Explanation
Reverse Sign	<p>This code is for printing purposes only. It determines whether signs for balances are globally reversed for profit and loss accounts. Valid codes are:</p> <p>Y Reverse the signs. Print credit balances (revenue accounts) as positive numbers and debit balances (expense accounts) as negative numbers.</p> <p>N Do not reverse the signs. This is the default.</p>
Display Decimals	<p>Specifies the number of decimals to be displayed for a column or row. The default value is based on the division factor (for columns with account balances and calculations) and default decimals (for columns with division calculations only) from the Override Default Information form.</p>
Fiscal Year	<p>Values are:</p> <ul style="list-style-type: none"> • 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	<p>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.</p>

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 detail area for the row on the Row Specifications form.

**Category codes,
columns, amounts, and
ranges**

In the detail area, the two left columns are for business units or category codes. The two right columns are for account values, ranges, or calculations.

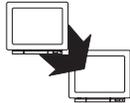
Arbitrary zero amounts

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

Working with Row Specifications



From the FASTR menu (G83), choose Public Services Reports.

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

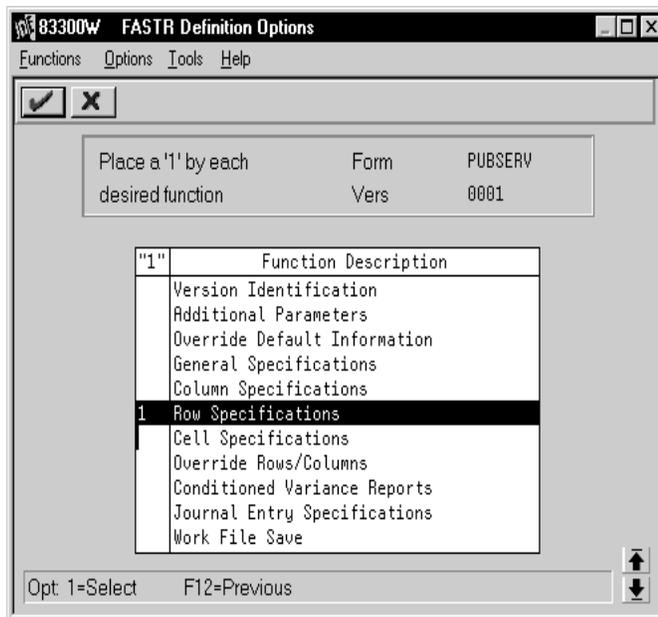
Whenever you add, change, or delete row specifications, use the Refresh function to refresh the information on the form.

► **To insert rows**

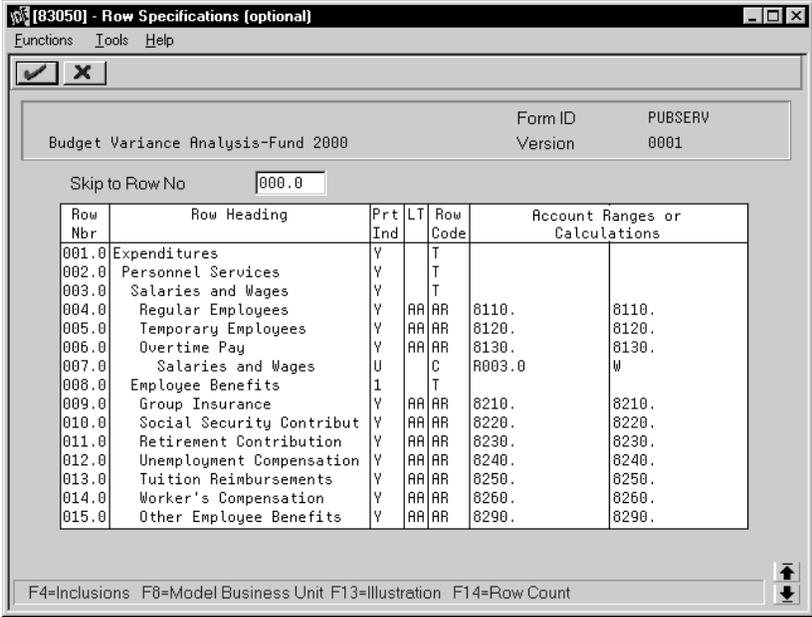
You insert a row to add information between existing rows. For example, you might have rows numbered 10, 20, and 30, with row specifications assigned to each. You now need to include information between rows 20 and 30. You can enter any number between 20 and 30, such as 25, in a blank row number field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

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option



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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option
2. On FASTR Definition Options, select Row Specifications.
3. On Row Specifications, complete the following field:

- Row Number

Field	Explanation
Row Number	<p>Identifies the row on your worksheet. Values are 000.1 through 400.0. Use the decimal function to insert new lines between existing lines.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>

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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option
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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option
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**

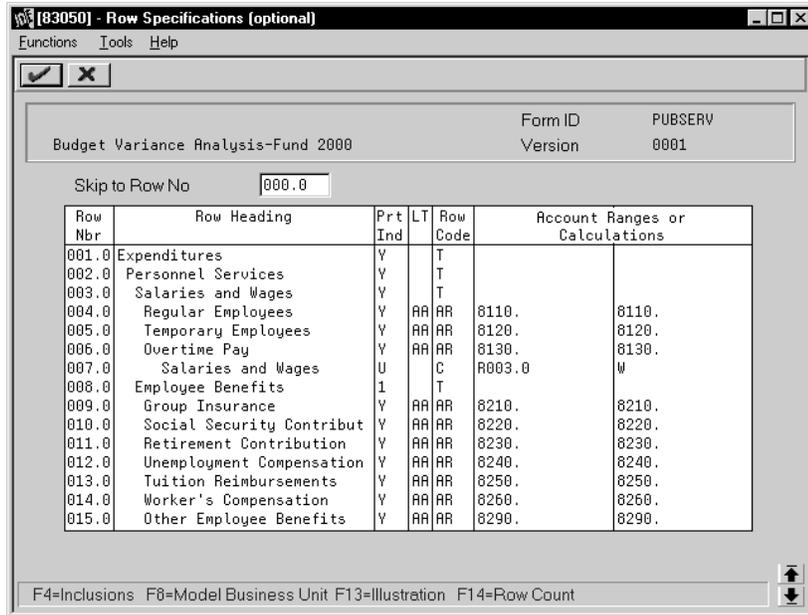
You delete row specifications to remove a row of information.

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option
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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option
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

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.

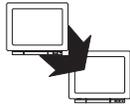
Complete the following tasks:

- 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



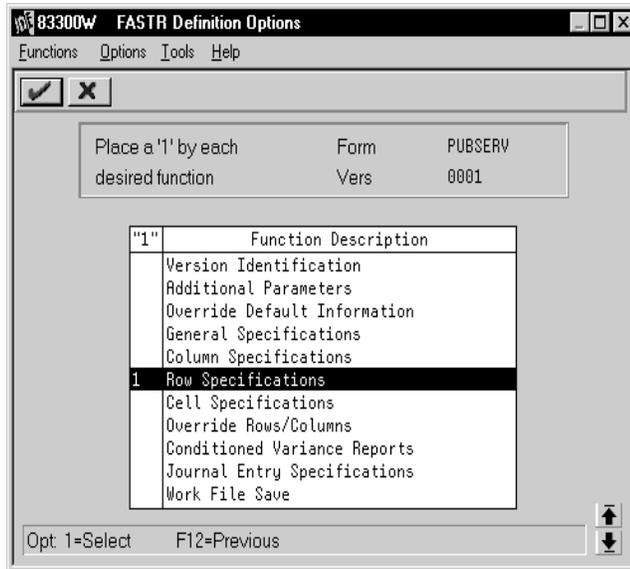
From the FASTR menu (G83), choose Public Services Reports.

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 expenditure/expenses and revenues for different funds.

▶ To create row specifications by business unit values

On Public Services Reports

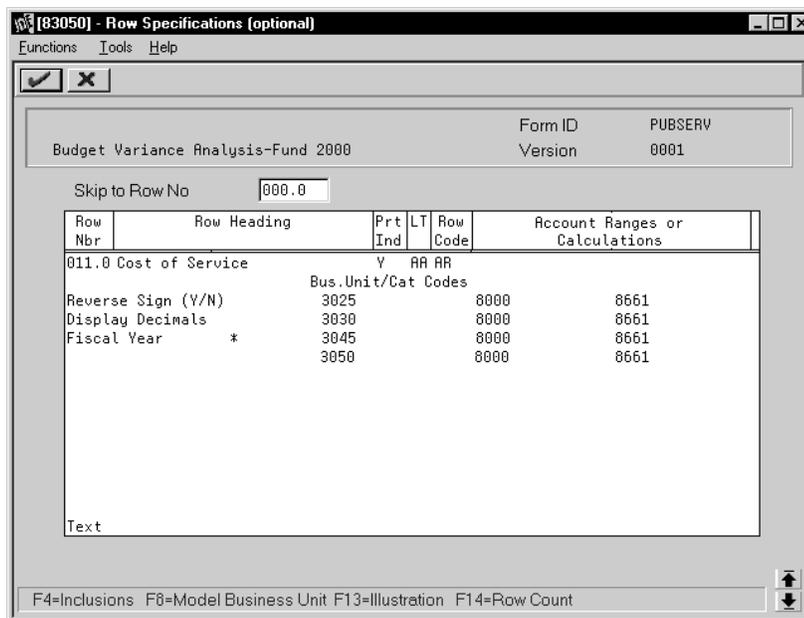
1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option



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.

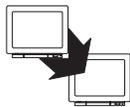
3. On Row Specifications, on the line for the appropriate row number, enter AR in the following field:
 - Row Code
4. To access the Row Specifications detail area, choose Inclusions.



5. Enter one or more business unit values in the first column in the detail 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.
Business Unit / Category Code	Selection criteria for a specific value or range of values that is used to select records for management reporting.
Account Ranges or Calculations	<p>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.</p> <p>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.</p> <p>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.</p> <p>The arithmetic operators you can use are:</p> <ul style="list-style-type: none"> • + (add) • - (subtract) • / (divide) • * (multiply)

Creating Row Specifications by Business Unit Ranges



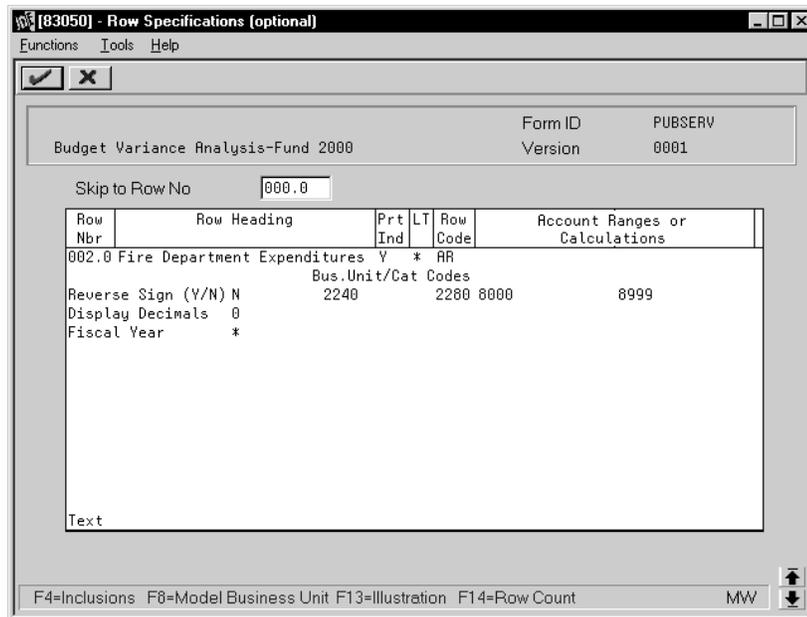
From the FASTR menu (G83), choose Public Services Reports.

You create row specifications by business unit ranges to select ranges of departments, programs, 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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version that you want to revise:
 - Option
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 detail 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

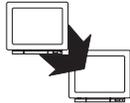
What You Should Know About

Specifying account values

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

Create Row Specifications by Category Code

Creating Row Specifications by Category Code



From the FASTR menu (G83), choose Public Services Reports.

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 the functions of government identified as General Government (100), Public Safety (200), Highways and Streets (300), and so on. If you select category code values, you might specify 100, 200, and 300. In addition, you might specify the account range 8000 through 8999 for all categories.

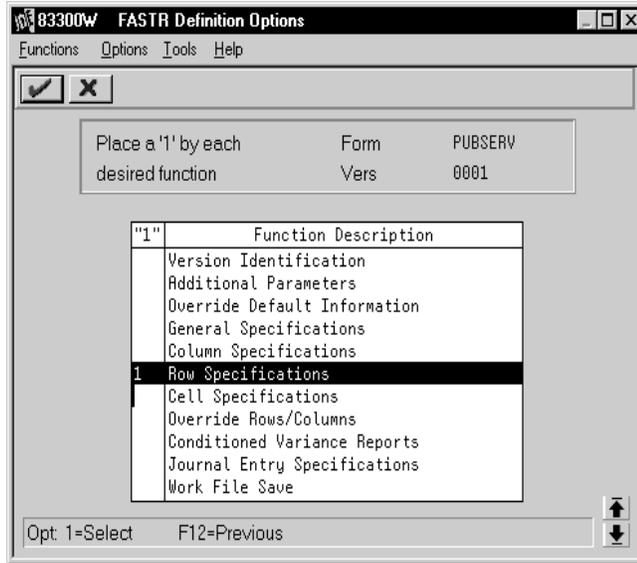
When creating a row report, you can:

- 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 Public Services Reports

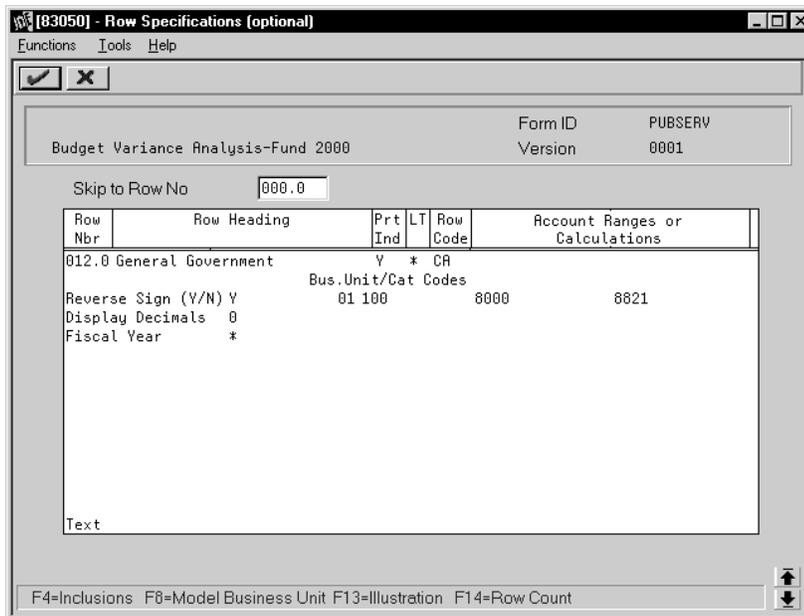
1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option



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) in the following field:
 - Row Code
4. To access the Row Specifications detail area, choose Inclusions.



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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
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 detail area, choose Inclusions.

The screenshot shows a window titled "[83050] - Row Specifications (optional)". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an 'X' icon. The main area contains a form with the following fields:

- Budget Variance Analysis-Fund 2000
- Form ID: PUBSERV
- Version: 0001
- Skip to Row No: 000.0

Row Nbr	Row Heading	Prt Ind	LT	Row Code	Account Ranges or Calculations
001.0	Recreation Expenditures	Y	AR	CA	
	Reverse Sign (Y/N)	N			
	Display Decimals	0			
	Fiscal Year	*			
	Bus. Unit/Cat Codes	04		511	517

At the bottom of the window, there is a status bar with the text: "F4=Inclusions F8=Model Business Unit F13=Illustration F14=Row Count".

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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
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.

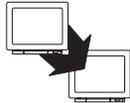
3. On Row Specifications, enter CA (business unit value/account range) or CJ (business unit value/job cost account range) in the following field:
 - Row Code

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

Overriding Specifications



From the FASTR menu (G83), choose Public Services Reports.

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.

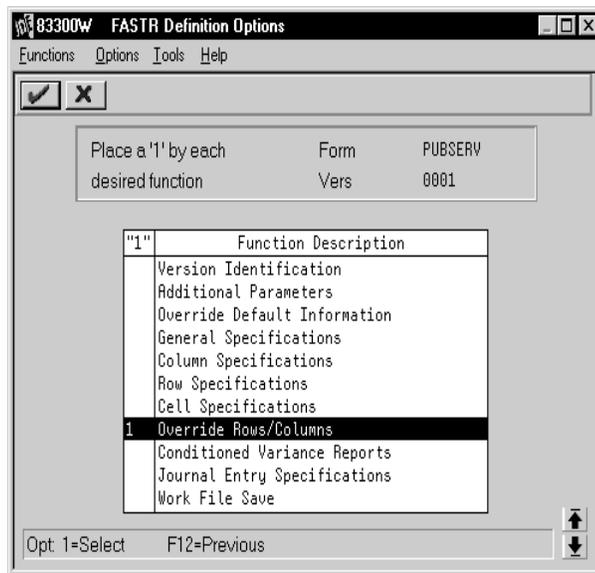
Overriding column or row specifications If you choose to override column or row specifications, you acquire all specifications from the model version. You cannot choose just a portion of them.

▶ **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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option



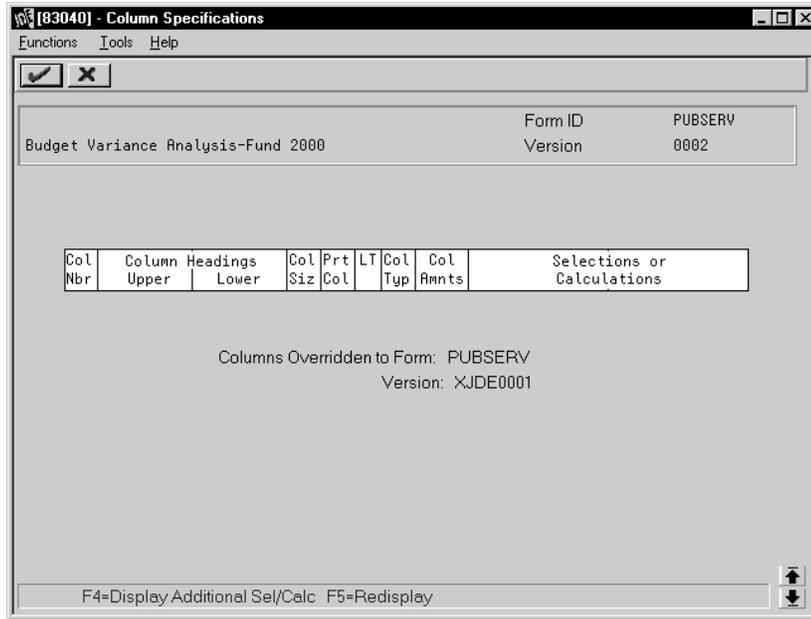
2. On FASTR Definition Options, select Override Rows/Columns.

3. On Override Rows/Columns, under Column Override, complete the following fields:
 - Form Name
 - Version Number

▶ **To verify column specifications**

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
2. On FASTR Definition Options, select Column Specifications.
3. On Column Report Illustration, choose Column Specifications.



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 Public Services Reports

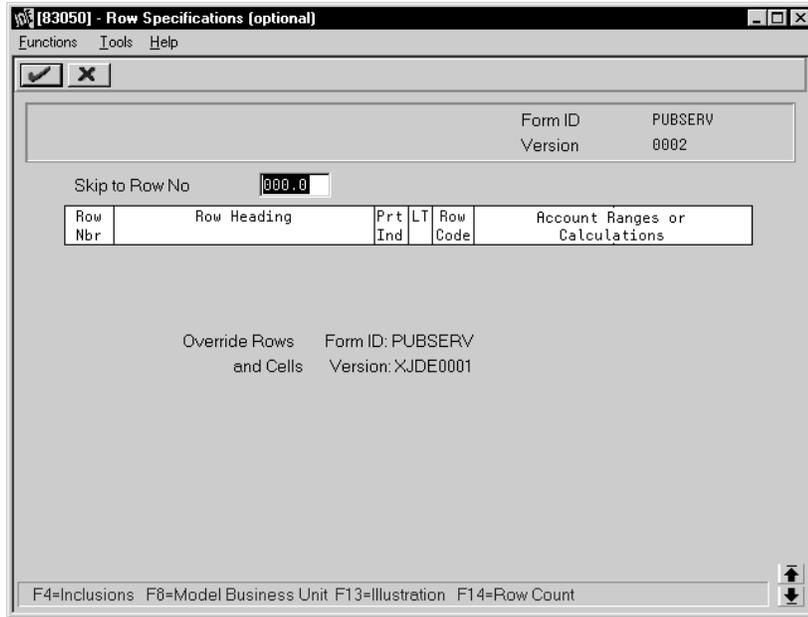
1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
2. On FASTR Definition Options, select Override Rows/Columns.

3. On Override Rows/Columns, under Row Override, complete the following fields:
 - Form Name
 - Version Number

▶ To verify row specifications

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
2. On FASTR Definition Options, select Row Specifications.
3. On Column Report Illustration, choose Row Specifications.



4. 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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
2. On FASTR Definition Options, select Override Rows/Columns.
3. On Override Rows/Columns, complete the following field:
 - Override Cell Specifications

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 Expenditures or Total Revenue. Examples of percentage calculations include:

- “Salaries and Wages” are 70% of Total Expenditures
- “Real Property Taxes” are 77.95% of Total Revenue

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

$$(\text{Numerator} / \text{Denominator}) * 100$$

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



Exercises

See the exercises for this chapter.

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.

	C1	C2	C3
R1			
R2			
R3			

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.

J.D. Edwards and Company			
Column 1 without cell calculations			
Column 2 with a cell calculation			
Column 3 with a recalculating cell calculation			
	C01	C02	C03
		Recalc = N	Recalc = Y
<u>Description</u>	<u>Amounts</u>	<u>R3C2=</u>	<u>R3C3=</u>
Row R001.0	576,000	576,000	576,000
Row R002.0	<u>379,000-</u>	<u>379,000-</u>	<u>379,000-</u>
Row R003.00 (=R1+R2)	197,000	197	197
Row R004.0	101,000-	101,000-	101,000-
Row R005.0	<u>40,000-</u>	<u>40,000-</u>	<u>40,000-</u>
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.

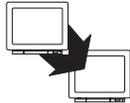
Cell specifications are stored in the FASTR Cell Specifications Master table (F8306).

Versions with cell specifications consists of:

- Creating versions with cell specifications
- Working with cell specifications

Create Versions with Cell Specifications

Creating Versions with Cell Specifications



From the FASTR menu (G83), choose Public Services Reports.

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.

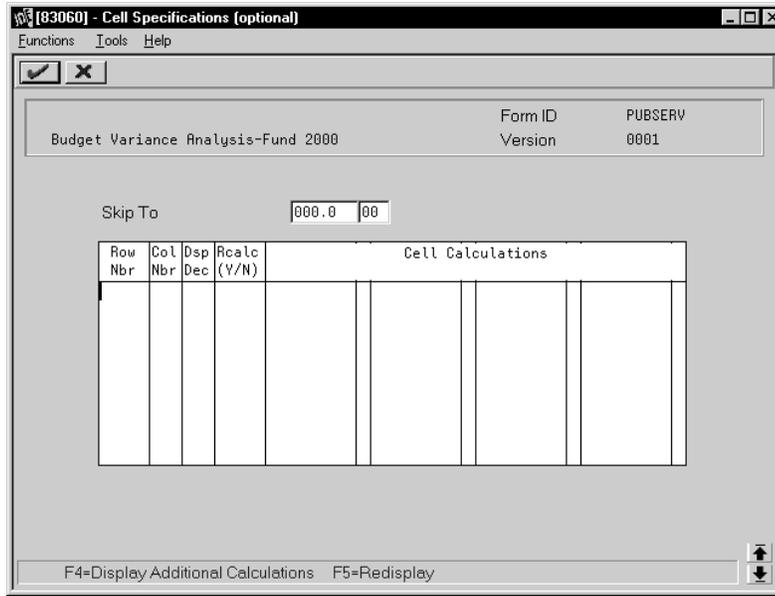
► **To create a version with cell specifications**

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
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.



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 FE (Field Estimate). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
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.

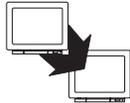
Field	Explanation
Recalculation	<p>Determines if a cell calculation is done in conjunction with column and row calculations or after all column and row calculations have been completed. Values are:</p> <p>N Calculate with column and row calculations.</p> <p>Y Calculate after column and row calculations are complete.</p>

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

Working with Cell Specifications



From the FASTR menu (G83), choose Public Services Reports.

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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
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.



Exercises

See the exercises for this chapter.

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.

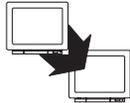
Using additional FASTR features consists of:

- 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

Working with Audit Trails



From the FASTR menu (G83), choose Public Services Reports.

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 non-calculated 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 audit trails

You need to run your version with the balance auditor activated. This saves a copy (print image) of the report and creates the audit trail.

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
2. On FASTR Definition Options, select Override Default Information.
3. On Override Default Information, page down to the second page of information.

	Allowed Values	Default
Account LOD Range	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 Outback 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

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.

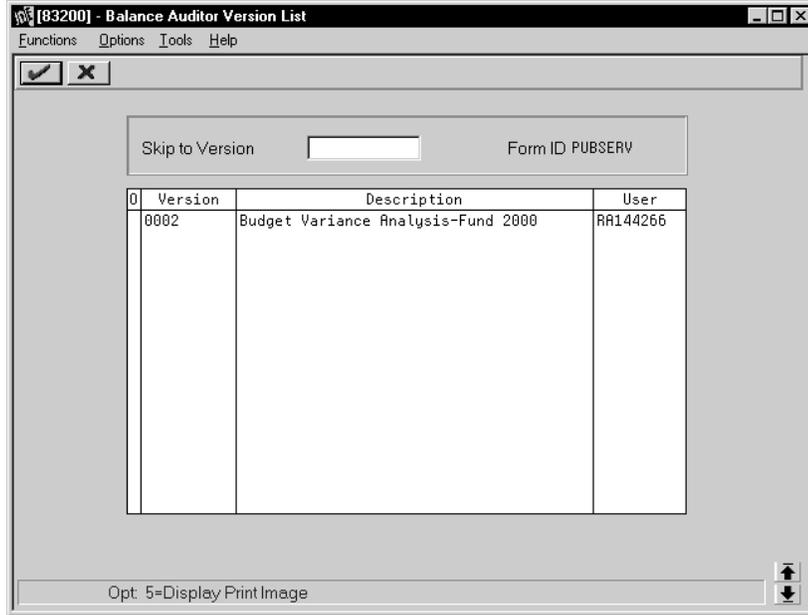
Field	Explanation
PC Download File	<p>Determines whether data is retained for use after you generate a report. Values are:</p> <p>N Do not retain any data.</p> <p>Y Retain a print image to be used later by LOTUS or other PC-based products.</p> <p>A Retain data for both the PC Download and Balance Auditor functions. For performance reasons, use this value only when you need to use the balance auditor to audit an amount on a report.</p>
Member Name	<p>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.</p>

To review audit trails

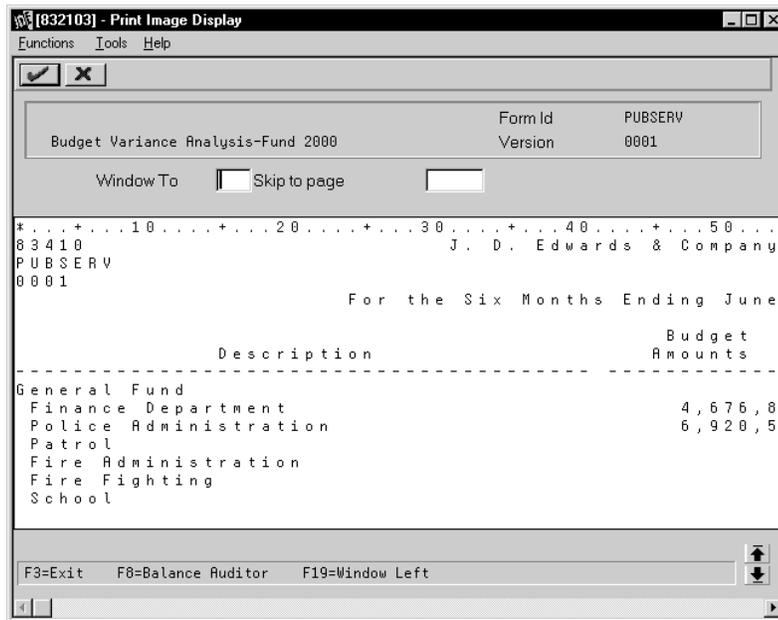
After creating an audit trail, you can review it.

On Public Services Reports

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 image of your version.



3. To review the audit trail for an amount that is highlighted, do one of the following to access the Balance Audit Trail form:
 - In WorldSoftware, move the cursor to the amount and choose Balance Auditor
 - In WorldVision, click on the amount and choose Balance Auditor

Form ID PUBSERV
Version 0002

Budget Variance Analysis-Fund 2000

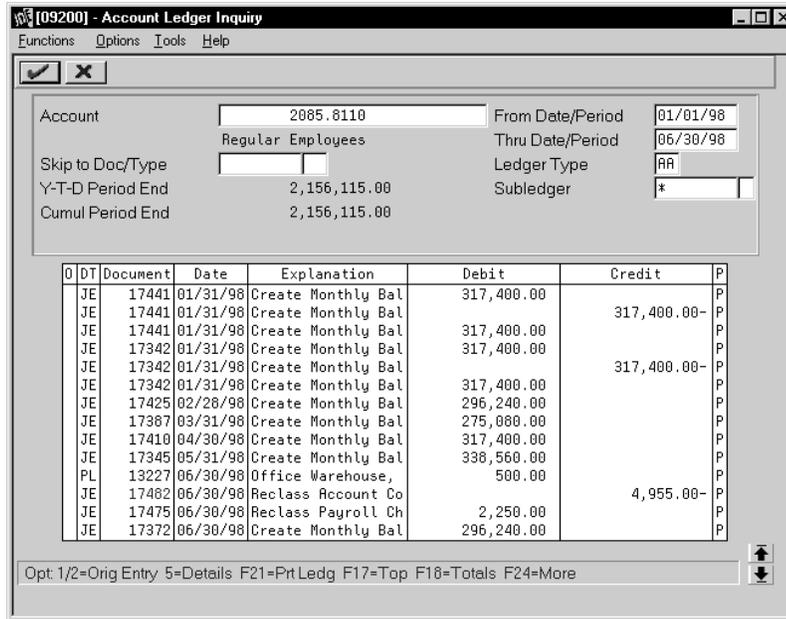
Amount From Report . . 2,210,030-

0	Fnd	BusinessUnit	Obj	Sub	LT	FY	Sub Ledger	T	Account Balance
	02000	2085	8110		BA	98			2,179,480.01
	02000	2085	8430		BA	98			1,800.00
	02000	2085	8510		BA	98			1,249.99
	02000	2085	8520		BA	98			1,999.99
	02000	2085	8540		BA	98			4,999.99
	02000	2085	8550		BA	98			7,500.00
	02000	2085	8580		BA	98			1,999.99
	02000	2085	8610		BA	98			4,000.01
	02000	2085	8630		BA	98			1,500.00
	02000	2085	8640		BA	98			1,800.00
	02000	2085	8743		BA	98			3,700.00
		** TOTAL **							2,210,029.98

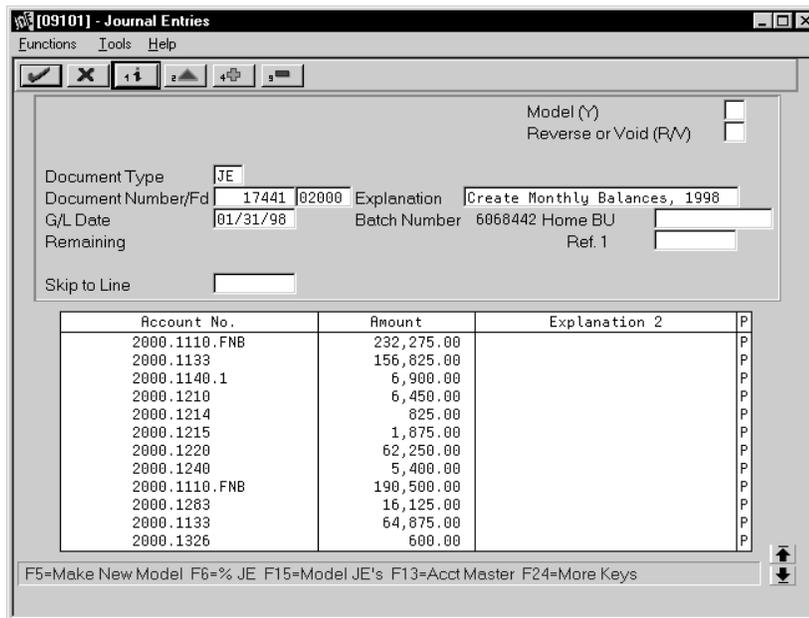
Opt: 5=Account Ledger Inquiry

This form 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.



- On Account Ledger Inquiry, to review the original entry for a record, choose Original Entry to access Journal Entries.



- On Journal Entries, choose the detail area to display additional information about a record.

[09101] - Journal Entries

Functions Tools Help

Model (Y)
Reverse or Void (R/V)

Document Type JE
Document Number/Fd 17441 02000 Explanation Create Monthly Balances, 1998
G/L Date 01/31/98 Batch Number 6068442 Home BU
Remaining Ref. 1
Skip to Line

Account No.	Amount	Explanation 2	P
2000.1110.FNB	232,275.00		P
Units	UM	Subledger	Type
Reference 2	Asset ID		G/L Date 01/31/98
Srvc 01/31/98 LT AR	Desc First National Bank	Ln	P.O.
ABC Code 1	ABC Type 1	ABC Code 2	1.0 Batch 6068442
			ABC Type 2
2000.1133	156,825.00		P
Units	UM	Subledger	Type
Reference 2	Asset ID		G/L Date 01/31/98
Srvc 01/31/98 LT AR	Desc Treasury Bills	Ln	P.O.
ABC Code 1	ABC Type 1	ABC Code 2	2.0 Batch 6068442
			ABC Type 2

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

- On Journal Entries, exit the balance auditor until you return to Public Services Reports.

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.

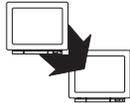


Exercises

See the exercises for this chapter.

Activate PC Download

Activating PC Download



From the FASTR menu (G83), choose Public Services Reports.

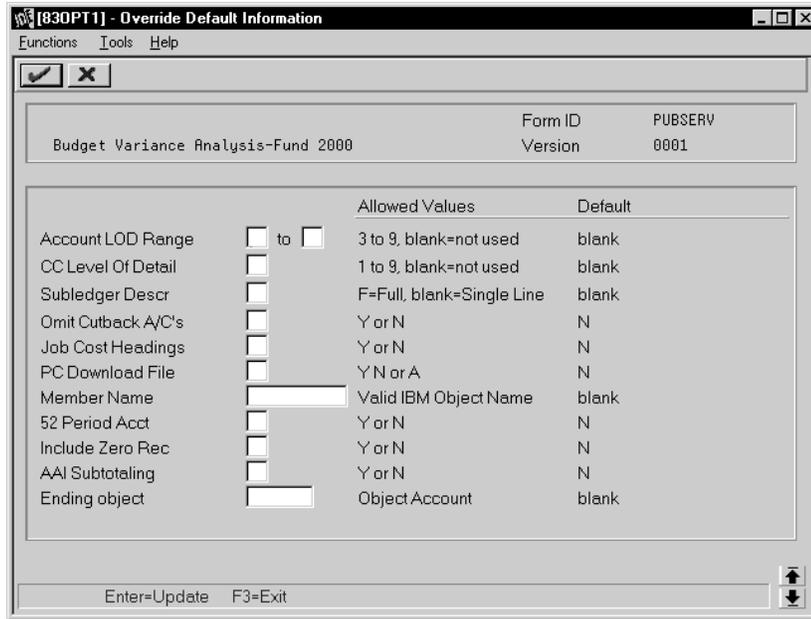
You can make certain modifications to your FASTR report on a PC that you cannot make using an AS/400. These modifications include entering footnotes in your report and adding colors to your headings.

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.

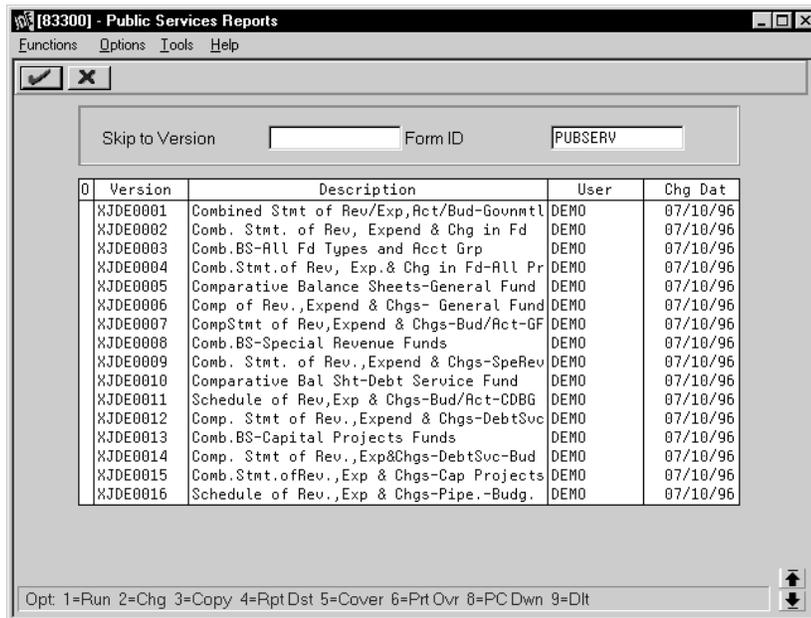
▶ **To activate a PC download**

On Public Services Reports

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



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 Public Services Reports.

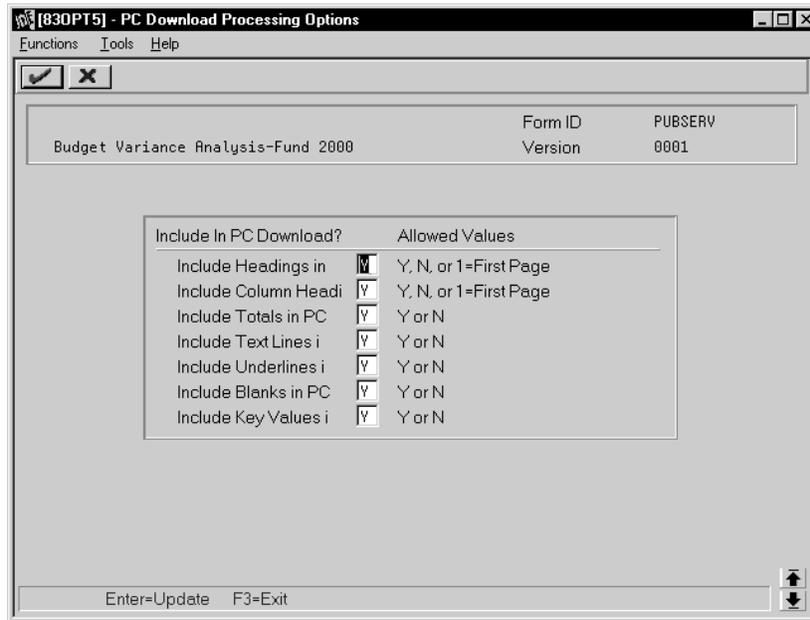


7. On Public Services Reports, enter 1 in the following field next to the version you want to submit:

- 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	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.

Field	Explanation
Include Column Headings	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.
Include Totals	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	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	Values are: Y Include underlines from reports in the PC download. N Do not include underlines.
Include Blanks	Values are: Y Include blank report lines from reports in the PC download. N Do not include blank report lines.
Include Key Values	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

Creating FASTR-Generated Journal Entries

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

- For budgeting
- To re-evaluate assets

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 it 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



From the FASTR menu (G83), choose Public Services Reports.

For each column of 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 it posts those journal entries

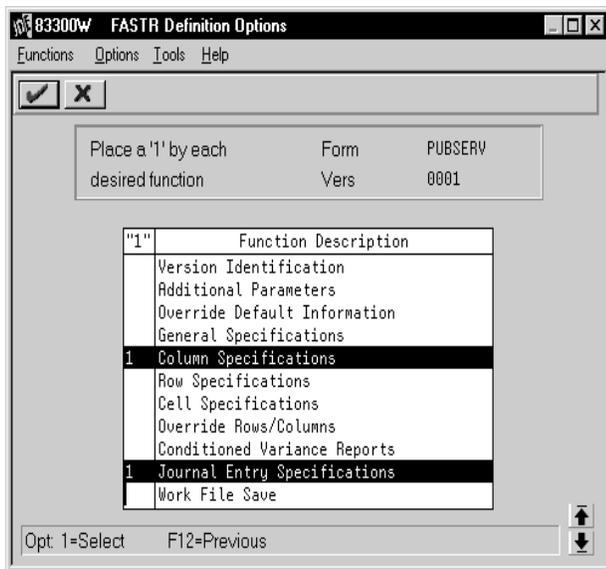
▶ To define accounts and ledgers for journal entries

On Public Services Reports

1. Follow the steps for creating a version.

See *Creating a Version*.

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



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

Form ID: PUBSERV
Version: 0001

Skip to Col No: 00

Col Nbr	Column Upper	Headings Lower	Col Siz	Prt Col	LT	Col Type	Col Amnts	Selections or Calculations
01	Budget	Descri	40	01				
02	Actual	Amounts	15	02	BA	AR	AB	8000
03		Amounts	15	03	AR	AR	AB	8000
04		Variance	15	04		C		001
05			10	05				
06			10	06				
07			10	07				
08			10	08				
09			10	09				
10			10	10				
11			10	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. Page down to the column for which you want to create journal entries.

Form ID: PUBSERV
Version: 0001

Skip to Col No: 00

Col Nbr	Column Upper	Headings Lower	Col Siz	Prt Col	LT	Col Type	Col Amnts	Selections or Calculations
02	Actual	Amounts	15	03	AR	AR	AB	8000

Fiscal Year
 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. 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. Under Report Result, complete the following fields:
 - Journal Entry Account
 - Journal Entry Business Unit
 - Journal Entry Subledger
 - Journal Entry Subledger Type
9. Under Journal Entry Offset, complete the following fields:
 - 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
Journal Entry 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.
Journal Entry Ledger Type	A code that identifies the ledger type that the system will assign to journal entries created from a specific column.
Report Result 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.
Report Result Business Unit	Specifies the business unit number assigned to the Report Result column. Enter one of the following: <ul style="list-style-type: none"> • 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
Report Result 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.
Report Result Subledger Type	A code used to validate the use of a report result subledger.
Journal Entry Offset Account	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.
Journal Entry Offset Business Unit	Specifies the business unit number for the Offset column. Enter one of the following: <ul style="list-style-type: none"> • 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.
Journal Entry 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.
Journal Entry Offset Subledger Type	A code used to validate the use of a journal entry offset subledger.

Entering Journal Entry Specifications

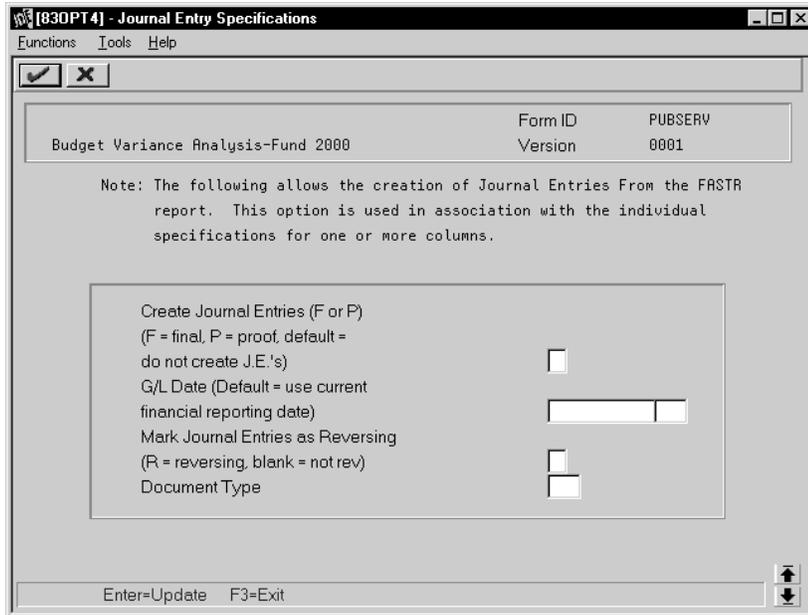
After you specify the accounts and ledgers you want the system to use when creating FASTR-generated journal entries, you enter journal entry specifications to determine:

- 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).
- 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 corresponding to the functions you chose on the FASTR Definition Options window.

On Journal Entry Specifications



Complete the following fields:

- Create Journal Entries
- G/L Date
- 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.

Field	Explanation
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.
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 time sheets. 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.

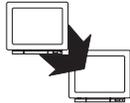
What You Should Know About

- Document types** J.D. Edwards recommends that you use FS (a specific document type that is reserved for FASTR-generated journal entries). This verifies 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.

Create Conditioned Variance Versions

Creating Conditioned Variance Versions



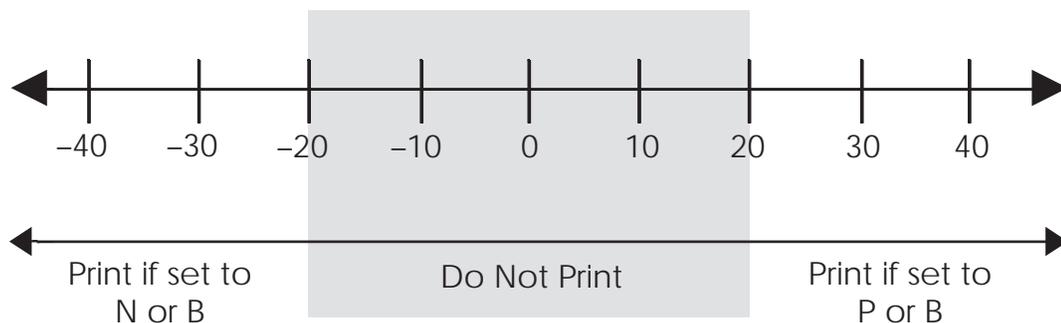
From the FASTR menu (G83), choose Public Services Reports.

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.



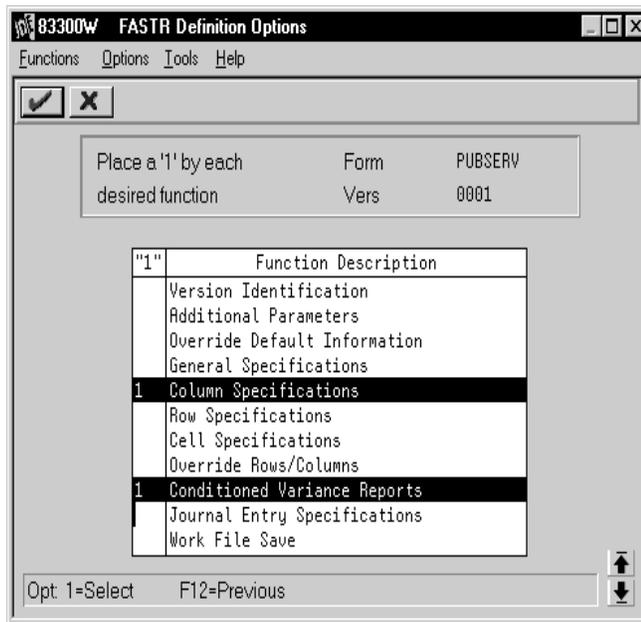
► To create conditioned variance versions

On Public Services Reports

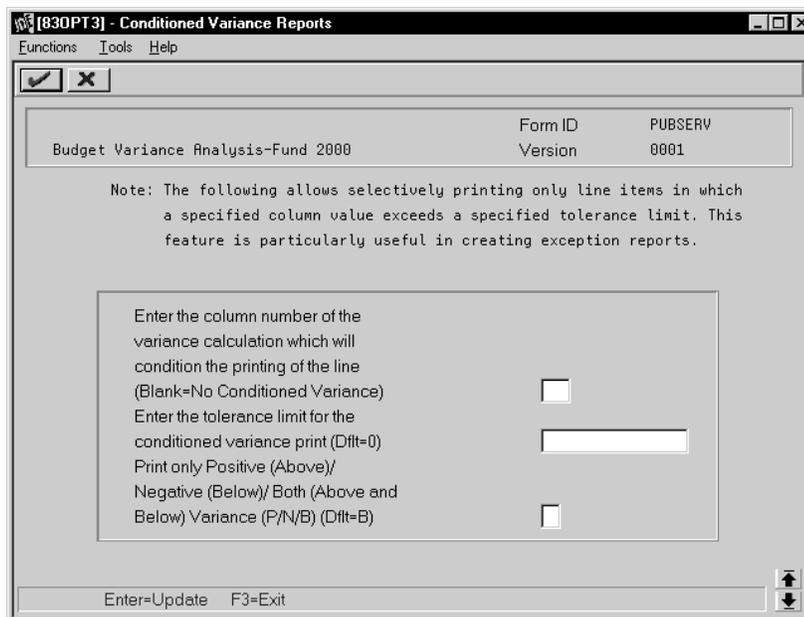
1. Follow the steps for creating a version.

See *Creating a Version*.

- On FASTR Definition Options, select Column Specifications and Conditioned Variance Reports, along with any other functions you need to create the version.



- Complete each form until Column Specifications appears.
- On Column Specifications, identify the column number for which you want to specify a tolerance limit.
- Revise any information on Column Specifications.
- Press Enter until Conditioned Variance Reports appears.



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 Public Services Reports appears.
9. On the versions list on Public Services Reports, run the version.

Field	Explanation
Column Number	<p>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.</p> <p>A blank denotes no conditioned variance. This is the default value.</p>
Conditioned Variance Tolerance	<p>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:</p> <ul style="list-style-type: none"> • Percentage, for example, enter 20 for 20% • Currency amount, for example, enter 1000 for currency amount <p>The default value is zero.</p>
Print Only Positive/Negative	<p>The mathematical sign that determines whether a row is included in a conditioned variance report. Values are:</p> <ul style="list-style-type: none"> 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

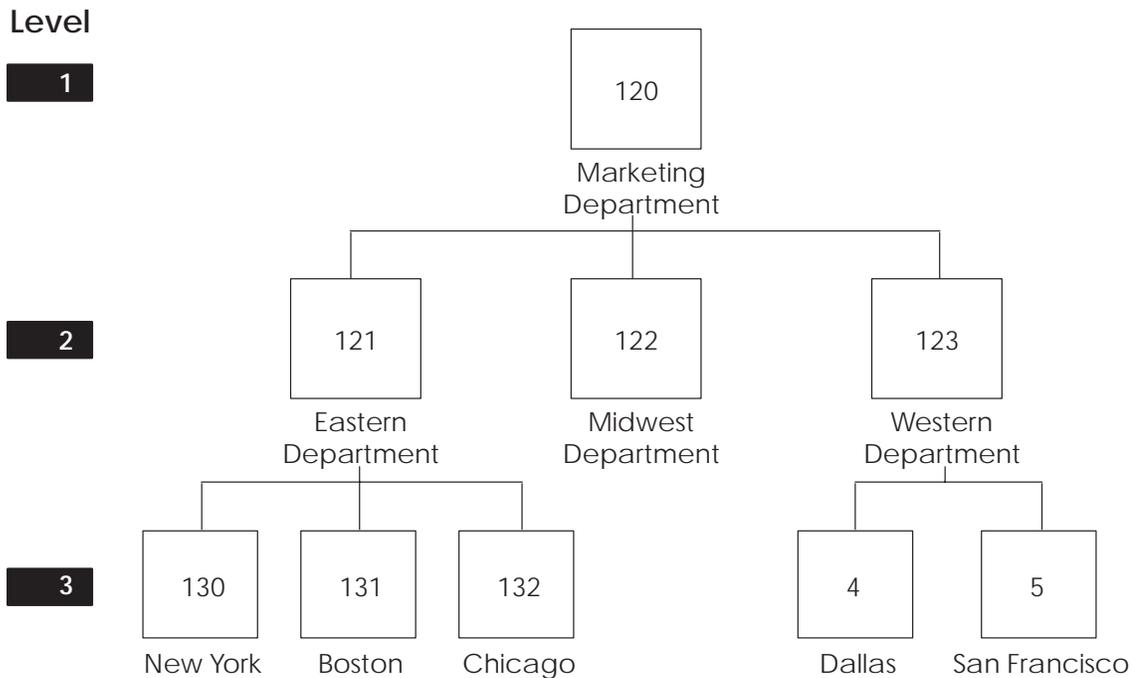
See the exercises for this chapter.

Work with Organizational Report Structures

Working with Organizational Report Structures

You use organizational report structures to create multi-tiered, tree-like structures 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.



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 provides rollups of hierarchical 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 is an example of 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 distinguish different structures that an organization might use. 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. 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.

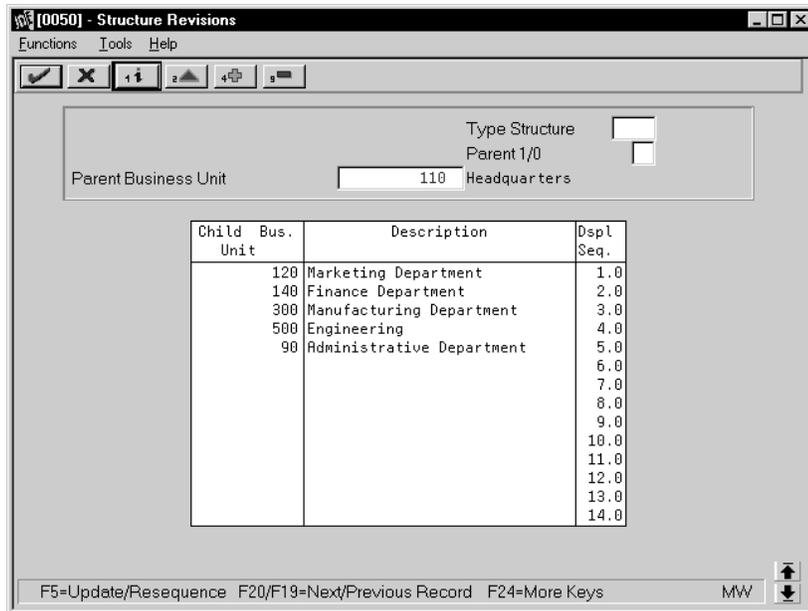
Structures can be added or changed at any time.

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 organizational report structures**

On Structure Revisions



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 once.

► To review organizational report structures

On Structure Inquiry

Level	Child Bus. Unit	Description	Manager Name	Dspl 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

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. On General Specifications, in the Business Unit row, 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 in a version to show the average of the amounts in columns 1 through 6, you use the A operand and enter the following:

Col Nmr	Column Updngs	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 Opnd	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
FASTR averages these cells in column 2	R2C1	R2C2	R2C3	R2C4
	R3C1	R3C2	R3C3	R3C4
	R4C1	R4C2	R4C3	R4C4
	R5C1	R5C2	R5C3	R5C4
	R6C1	R6C2	R6C3	R6C4

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

	R1C1	R1C2	R1C3	R1C4
FASTR averages these cells in row 3	R2C1	R2C2	R2C3	R2C4
	R3C1	R3C2	R3C3	R3C4
	R4C1	R4C2	R4C3	R4C4

About High/Low

You can store either the smaller number or the larger number of columns, rows, or cells. 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	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-
Highest debit amount	50	125	75	125
	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 graphic 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 involve 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, it stores zero. In the previous example, you can define a nonprint column that stores the last non-zero number found when reading column 2 and then column 1, as follows:

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

The nonprint column is then used as the divisor for the % variance calculation. The following example shows the results. Column 3 is the nonprint column, and the last column calculates % variance using column 3 as the divisor.

	Column 1 Budget	Column 2 Actual	Column 3 Non-print (C2 / 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%
Stores last non-zero number found reading column 2 and then column 1	0	0	0	0	0%
	0	25	25	25-	-100%

The % 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 non-zero number in that row, 25 became the divisor in the % variance calculation, not 0. The result is -100% instead of zero for the % variance in that row.

Save and Manage a Workfile

Saving and Managing a Workfile

You save and manage a workfile to:

- Save the input data for a report
- Manage data generated by another report

If your data is set up correctly, you can use it for multiple reports, saving significant processing time.

When you save a workfile, the system stores:

- Workfile values in the DREAM Writer Master Parameter table (F98301)
- The member to which you save your data in the F83WORK table
- 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 an expired workfile

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. 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 accuracy

Check your entries on Work File Save Parameters for accuracy. The form does not redisplay when the system processes the report.

▶ **To save a workfile**

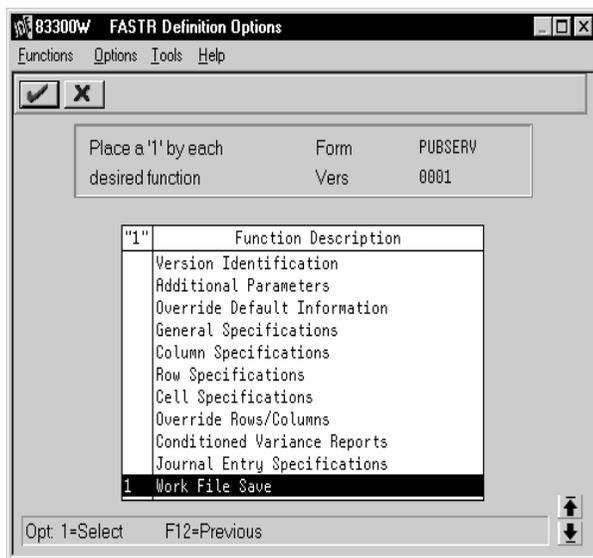


From the FASTR menu (G83), choose Financial Statements.

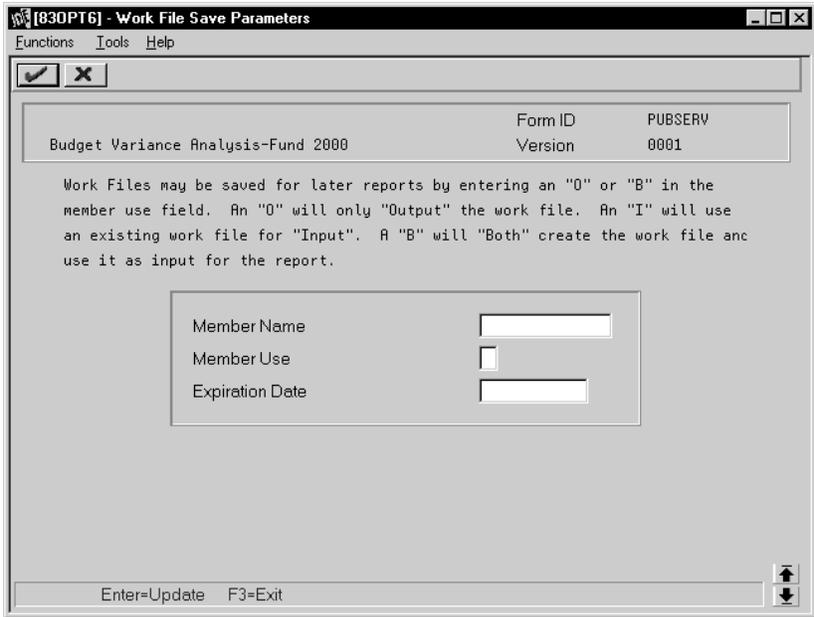
You create a workfile to consolidate information. After you save the workfile, multiple versions can use the information.

On Financial Statements

1. Access FASTR Definition Options by entering 2 or 3 in the following field next to the version you want to revise or copy:
 - Option



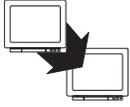
2. On FASTR Definition Options, select Work File Save.



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	<p>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.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>
Member Use	<p>The code that specifies how data is used. Values are:</p> <ul style="list-style-type: none"> 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. <p>There is no default code.</p>

► **To manage a workfile for input**



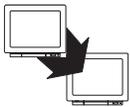
From the FASTR menu (G83), choose Public Services Reports.

After you save a workfile, you manage that workfile for input to process your reports. As a result, you do not have to rebuild the workfile. Managing a workfile for input improves processing time of your reports.

On Public Services Reports

1. Access FASTR Definition Options by entering 2 or 3 in the following field next to the version you want to link to the previously created workfile:
 - Option
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**



From FASTR (G83), enter 27.

From FASTR Technical Operations (G8331), choose Delete Expired FASTR Workfile.

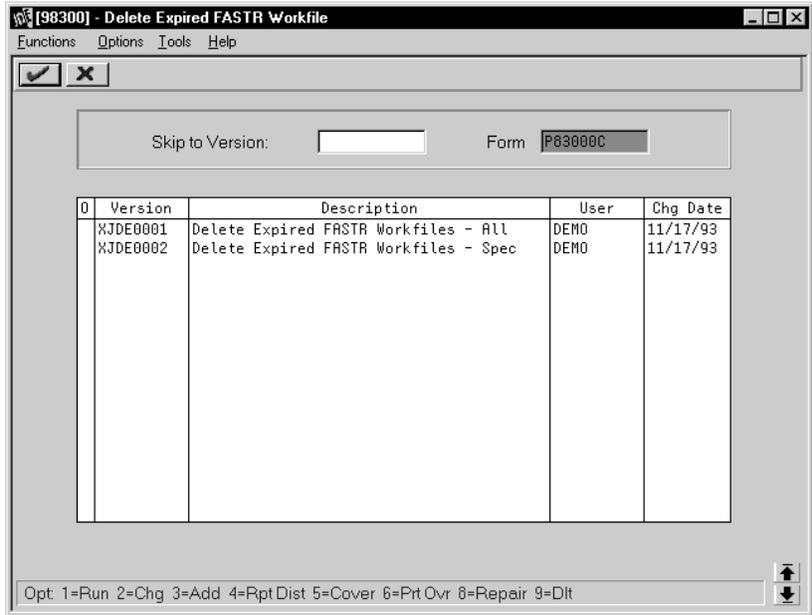
You can set up a DREAMWriter program to read all expiration dates that are assigned to your workfiles and to delete any that are after the system date. For example, if your workfile has an expiration date in May and the current month is June of the same year, the DREAMWriter program deletes that workfile.

The Work File Save program contains the following DEMO versions:

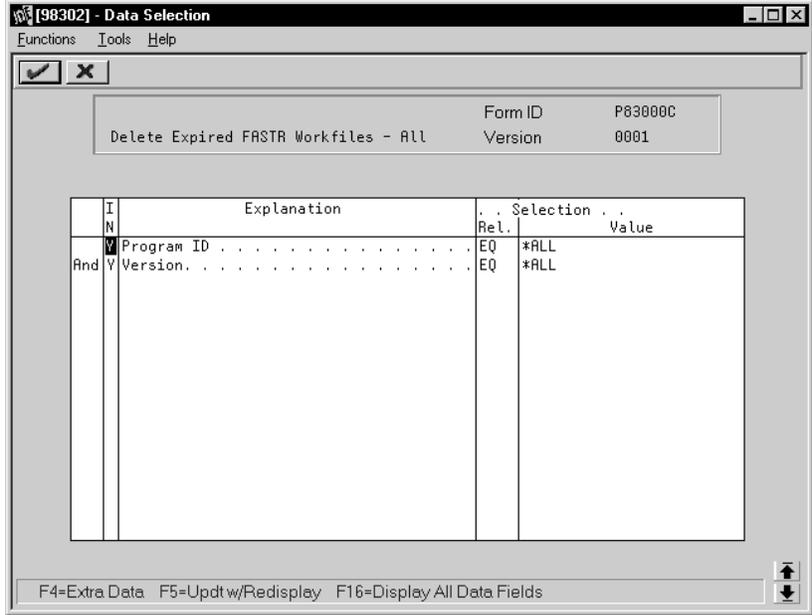
- A version to delete expired workfiles for all forms
- A version to delete expired workfiles for selected forms

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



- 1. Enter 3 next to the DREAMWriter version that you want to copy.
- 2. Press Enter until you access Data Selection.



- 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 features that:

- Make your system run more efficiently. For example, you can set up your system to run multiple versions. The system then accesses data for all versions at the same time, instead of accessing data for each version one at a time.
- Enable you to work more efficiently. For example, you can customize the General Specifications form to suppress, or remove, all of the fields that you do not use. This saves you time when searching 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

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 the longest 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



From the FASTR menu (G83), choose Public Services Reports.

You can determine processing time by forcing 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 dirty a row is. The dirtier 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.

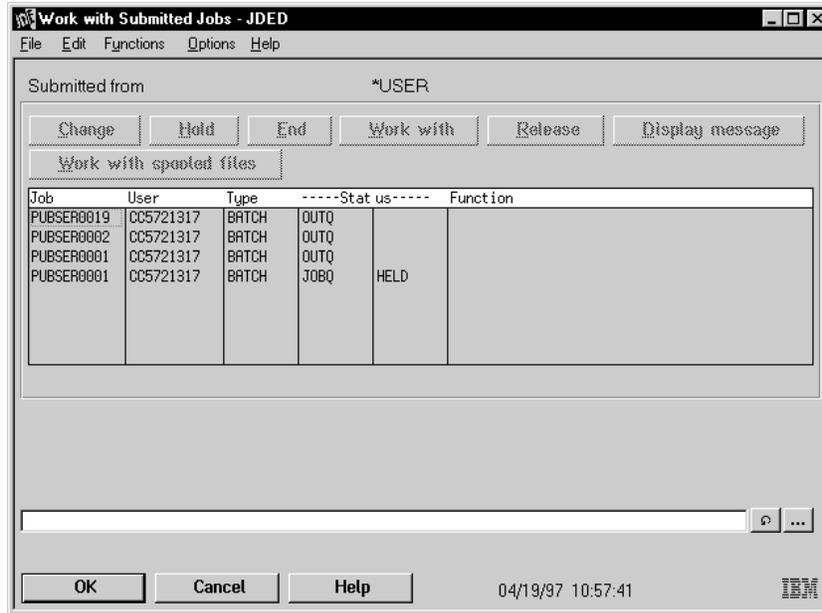
Before You Begin

- Ensure that you have the authority to force a job log

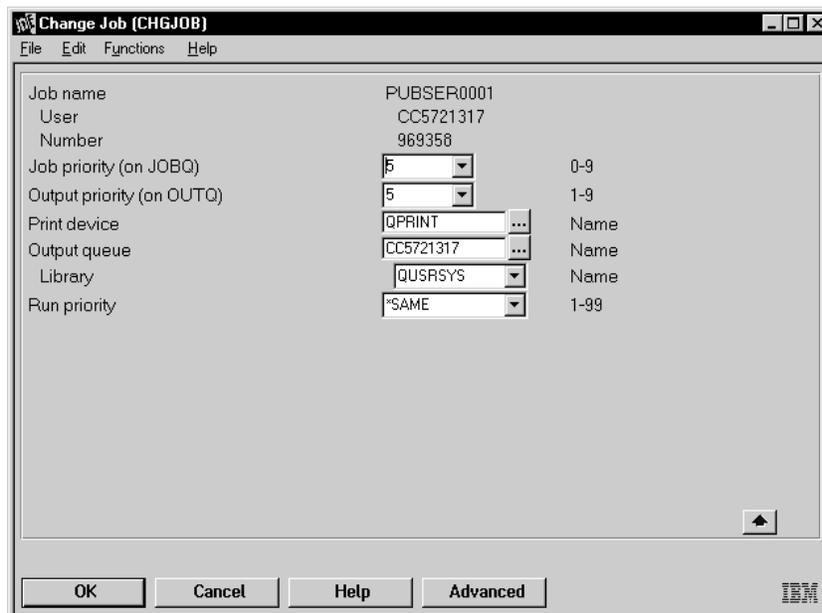
To determine processing time

On Public Services Reports

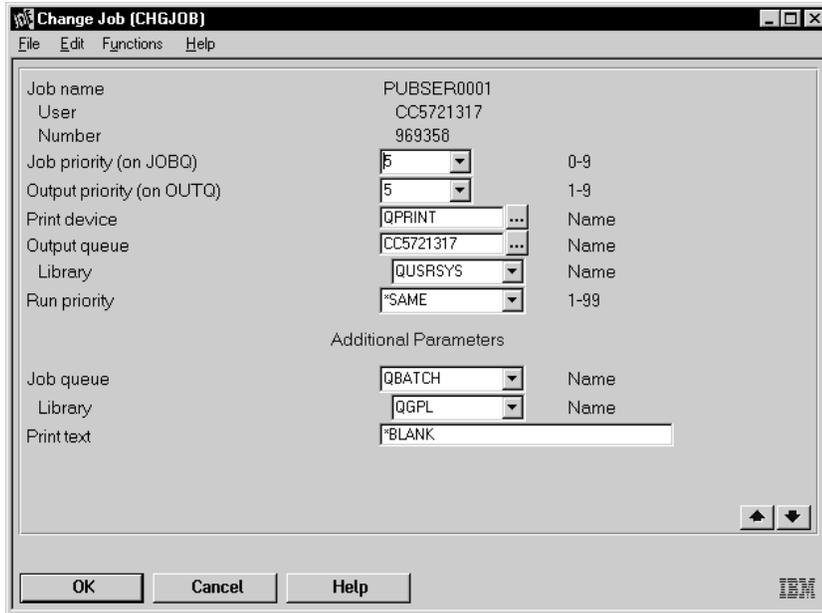
1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
2. On FASTR Definition Options, select Additional Parameters.
3. On Additional Parameters, enter Y in the following field:
 - Hold on Job Queue
4. Press Enter until you return to Public Services Reports.
5. On Public Services Reports, choose Run next to your version.
6. Return to the FASTR menu.
7. Enter 33 to access Work with Submitted Jobs.



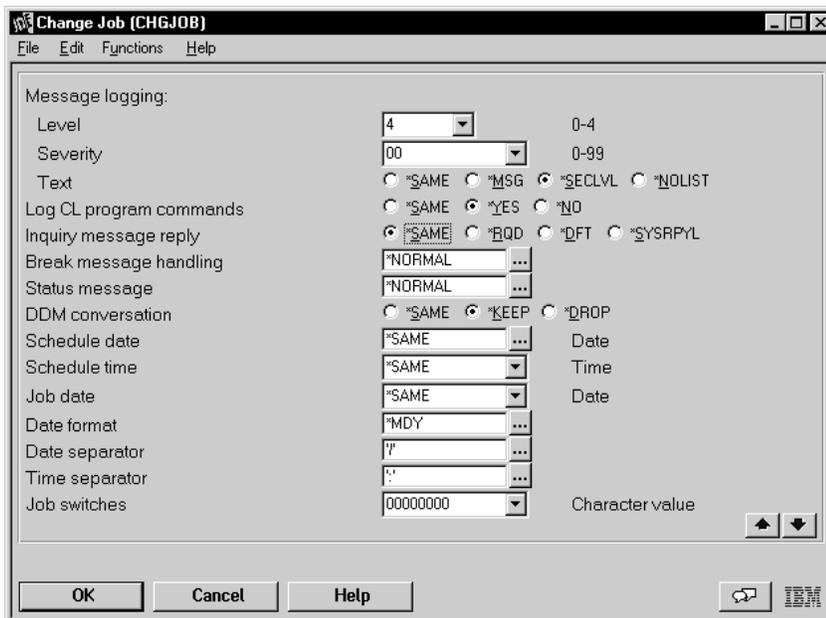
- On Work with Submitted Jobs, highlight your version and click Change to access Change Job.



- On Change Job, press the Additional Parameters function to access the detail area.



10. Page down.



11. Click the *SecLvl option for the following:

- Text

12. Click the *Yes option for the following:

- Log CL Program Commands

13. Return to Work with Submitted Jobs by pressing Enter.

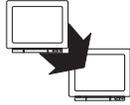
14. On Work with Submitted Jobs, highlight your version and click Release to release the job.

What You Should Know About

Forcing a job log

You might not have the authority to force a job log. Your IT department is generally responsible for forcing job logs.

Decreasing Processing Time



From the FASTR menu (G83), choose Public Services Reports.

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.

Row Nbr	Row Heading	Prt Ind	LI	Row Code	Account Ranges or Calculations
002	Revenues	Y	*	AR	5005 5080 5100 5140 5150 5155

The following example illustrates clean rows.

Row Nbr	Row Heading	Prt Ind	LI	Row Code	Account Ranges or Calculations
002	Revenues	N	*	AR	5005 5080
003	Revenues	N	*	AR	5100 5140
004	Revenues	N	*	AR	5150 5155
005	Revenues	Y		C	R2 W R5

Before You Begin

- Force a job log
- Review your report, identify the dirty rows, and correct them

To decrease processing time

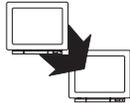
On Public Services Reports

1. Choose Copy next to the version for which you created the job log to access FASTR Definition Options.
2. On FASTR Definition Options, select Row Specifications.
3. On Row Specifications, make the required row changes.
4. Press Enter until you return to the versions list.

When you rerun the report, it should run efficiently.

Run Multiple Versions

Running Multiple Versions



From Computer Assisted Design (G92), enter 3.

From Menus (G901), choose Revisions.

To save time, you can run multiple versions simultaneously. Running multiple versions is more efficient than running them separately because, if you are using the Work File Save feature, the system retrieves the data for all of the versions at once, 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

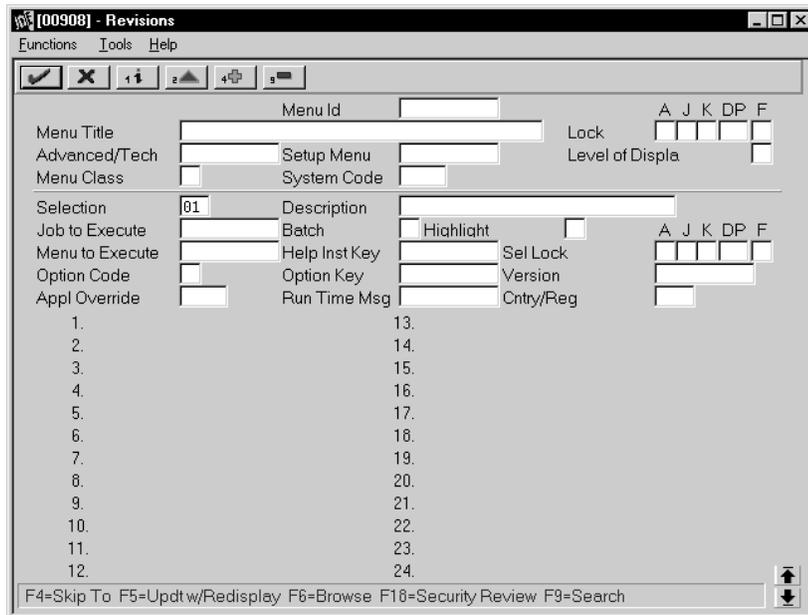
If you are using the Work File Save feature, you can choose the first of the 24 menu selections on Revisions so that the system saves the workfile. You can have the other FASTR versions use the saved workfile. This lowers processing time and improves performance.

Alternatively, you can use the Group Jobs feature but 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 % 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 Identification	<p>The menu name up to nine characters. J.D. Edwards standards are:</p> <ul style="list-style-type: none"> • 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. <p>For example, the menu identification G0911 specifies the following:</p> <table style="margin-left: 20px;"> <tr> <td>G</td> <td>Prefix</td> </tr> <tr> <td>09</td> <td>System code</td> </tr> <tr> <td>1</td> <td>Display level/skill level</td> </tr> <tr> <td>1</td> <td>First menu</td> </tr> </table> <p>..... <i>Form-specific information</i></p> <p>The percent menus are not required to follow the G naming convention but they are required to start with a %, such as %MONTHEND.</p>	G	Prefix	09	System code	1	Display level/skill level	1	First menu
G	Prefix								
09	System code								
1	Display level/skill level								
1	First menu								
Job to Execute	<p>The specific job or program number to be executed. In the interest of consistency, all programs set up on a menu are executed via 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:</p> <ul style="list-style-type: none"> • J01011 — Address Book Information • *A01 — Address Book Menu <p>Never call a program directly, such as P01011 — Address Book Information.</p> <p>..... <i>Form-specific information</i></p> <p>For column only versions, use J83410. For row versions, use J83500.</p>								

Field	Explanation
Batch	<p>This code designates the method of execution, as follows:</p> <ul style="list-style-type: none"> 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 <p>If your menu selection is using the DREAM Writer and it is a report:</p> <ul style="list-style-type: none"> • Enter a code of 1 if you are specifying a DREAM Writer version number. • Enter a code of 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. <p>If your menu selection is displaying a form, then submitting to batch, enter a code of 2. This displays a submitted to batch message.</p> <p>If your menu selection is for an online program, enter a code of 0 because online displays cannot be submitted to batch.</p>
Option Key	<p>The menu option key points to the report version form ID. This ID will be used either by this processing option or by the report version set up for the program being executed.</p> <p>..... <i>Form-specific information</i></p> <p>This field is form ID specific, such as GENERAL, JOB COST, and so on.</p>
Menu Title	A text description of the menu.
Selection	Used to order menu items and allow them to be selected by this number.
Description	Contains menu titles and menu selection descriptions.
Highlight	<p>Specifies whether the selection number or both the number and description will be 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:</p> <ul style="list-style-type: none"> 0 Normal intensity 1 Selection number high intensity 2 Selection number and description high intensity
Version	Identifies a group of items that can be processed together, such as reports, business unit, or subledgers.

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 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 Fund field appears in the first three tables and, as a result, appears on General Specifications three times. You only need one Fund field. To prevent the Fund field from appearing three times, you suppress 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

Suppressing fields

Suppressing fields affects everyone using FASTR. This is not user specific. If a field is used in a version and then suppressed at a later time, the system creates a joblog report.

▶ To customize General Specification values

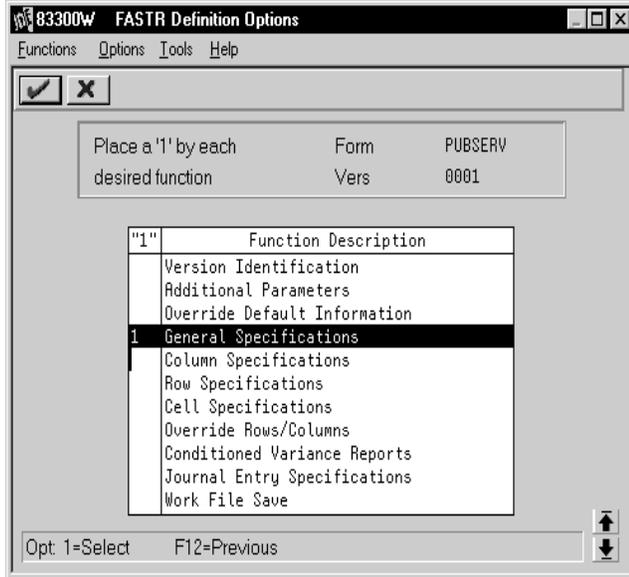


From the FASTR menu (G83), choose Public Services Reports.

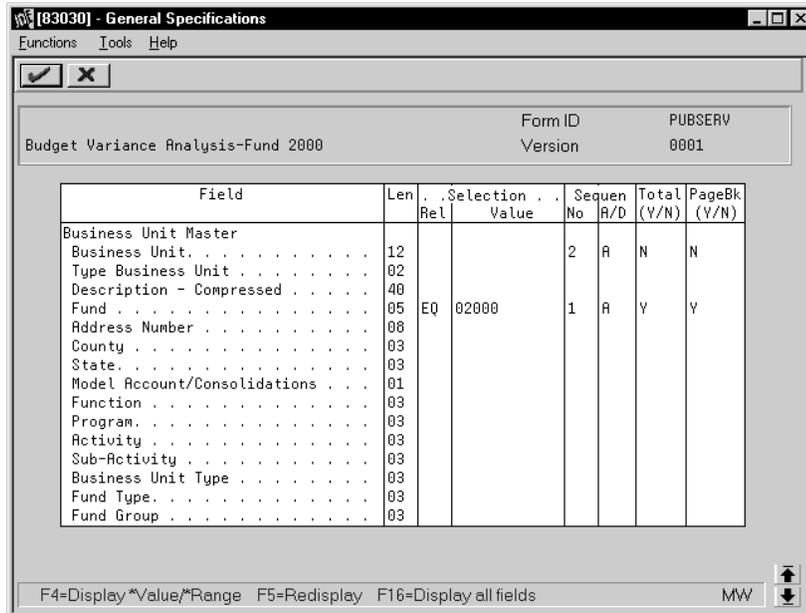
You define which fields you want to suppress in the user defined code list (83/FS). Any fields that appear on Field Suppression - FASTR do not appear on General Specifications.

On Public Services Reports

1. Access FASTR Definition Options.

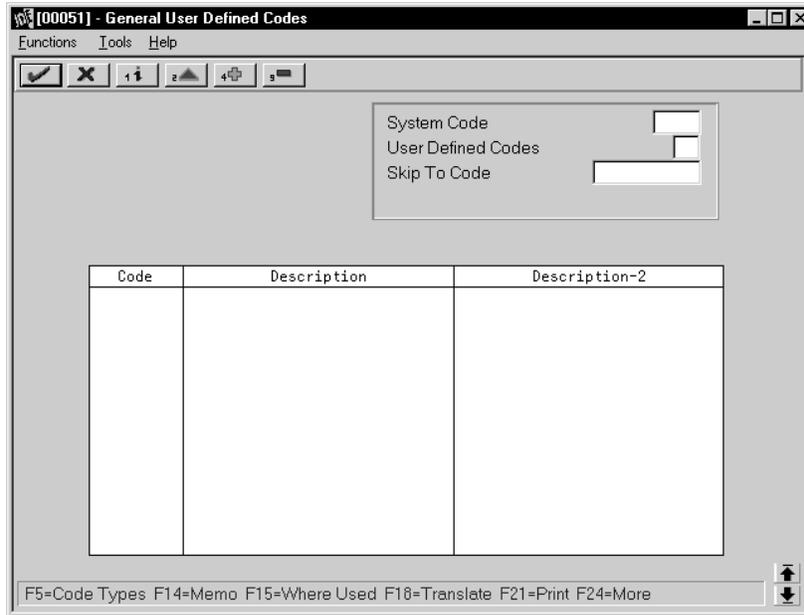


2. On FASTR Definition Options, select General Specifications.

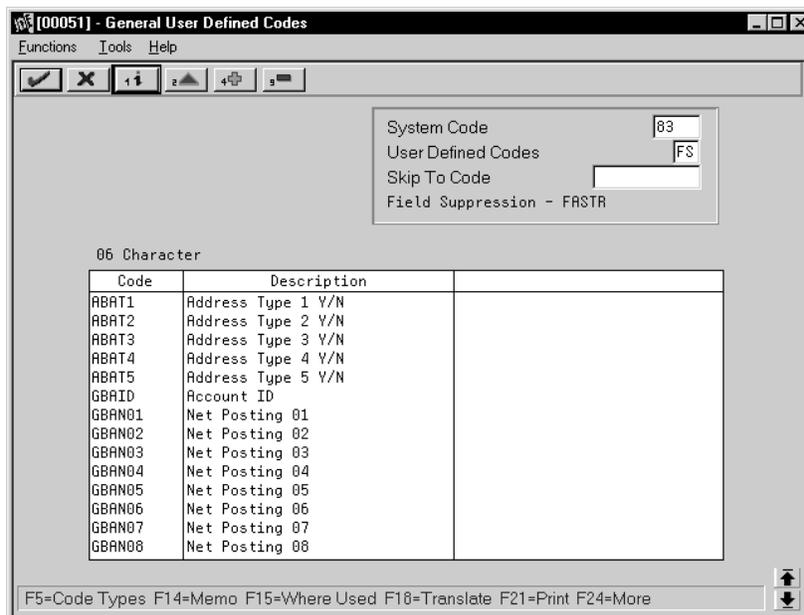


3. On General Specifications, identify the fields that you do not want to display.

4. Return to the FASTR menu.
5. On the FASTR menu, enter UDC on the command line to access General User Defined Codes.



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.



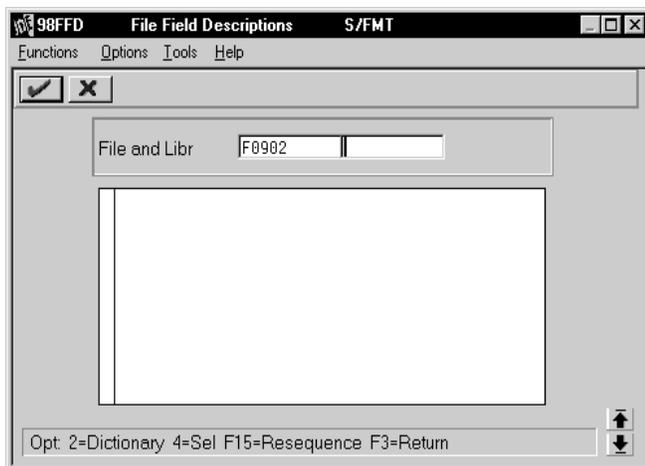
9. Remove the information that you do not want to suppress or add information that you want to suppress in the following fields:
 - Code
 - Description

The six-character code is the field name from the table.

► To locate a field name from the table

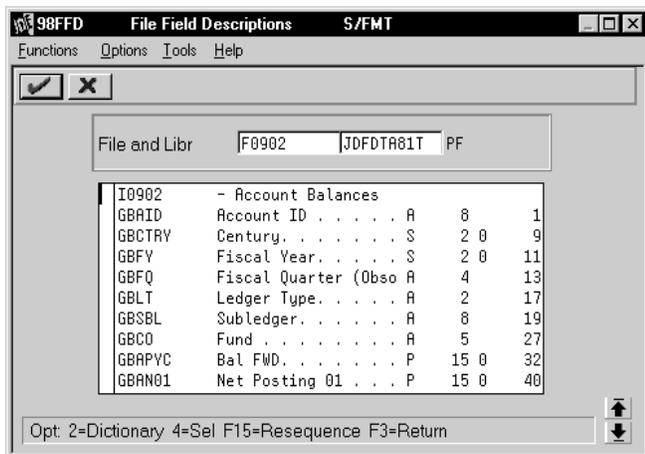
From a command line on any menu

1. Enter 40.



2. Complete the following field:

- File

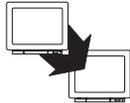


3. Scroll up and down until you locate the field name for which you are searching.

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 permitted for a code appears in the column title.
Description	A user defined name or remark that describes the code.

Copy Parameters

Copying Parameters



From FASTR (G83), enter 29.

From Technical Operations (G8331), choose Copy/Move FASTR 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 re-create 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 shows how to copy a FASTR form in the same library.

```
From Library . . . *LIBL
To Library . . . . *LIBL
From Form ID . . . FORM 1
To Form ID . . . . FORM 2      (blank = Form ID)
```

This copies all the parameters set up for form 1 to form 2.

The following example shows how to copy parameters for a form to a different library.

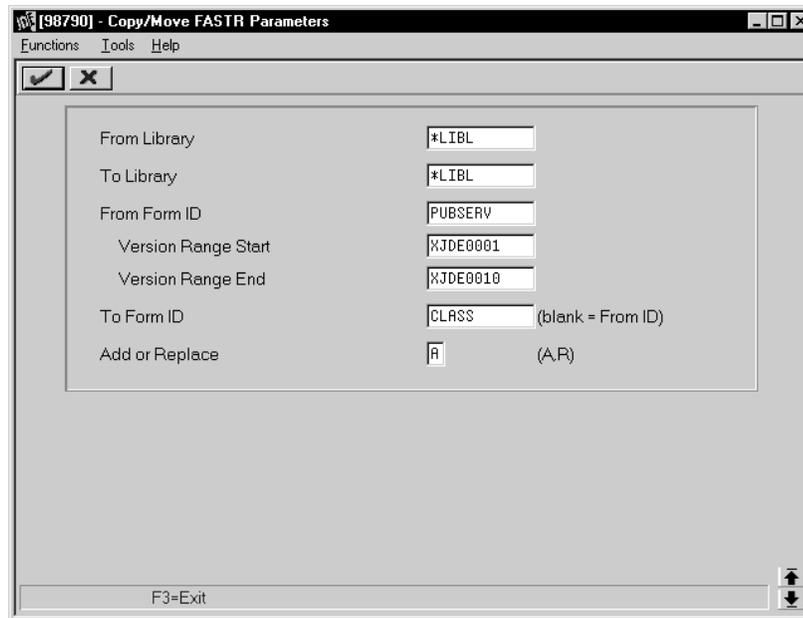
```
From Library . . . LIBRARY1
To Library . . . . LIBRARY2
From Form ID. . . FORM 1
To Form ID . . . . _____ (blank = Form ID)
```

This copies all the parameters set up for form 1 to library 2.

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.

► **To copy FASTR parameters**

On Copy/Move FASTR Parameters



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	<p>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:</p> <ul style="list-style-type: none"> 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.
Version Range Start	<p>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.</p> <p>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.</p> <p>If you are using the Copy/Move DW Parameters from A81, you need to know the beginning version number you want to copy.</p>
Version Range End	<p>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.</p> <p>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.</p> <p>If you are using the Copy/Move DW Parameters from A81, you need to know the ending version number you want to copy.</p>

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



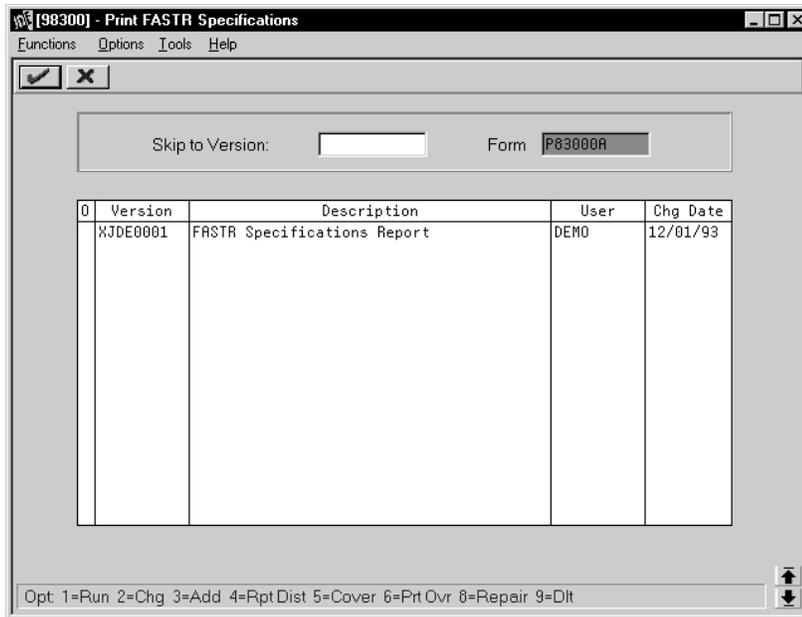
From the FASTR menu (G83), enter 27.

From FASTR Technical Operations, choose Print FASTR Specifications.

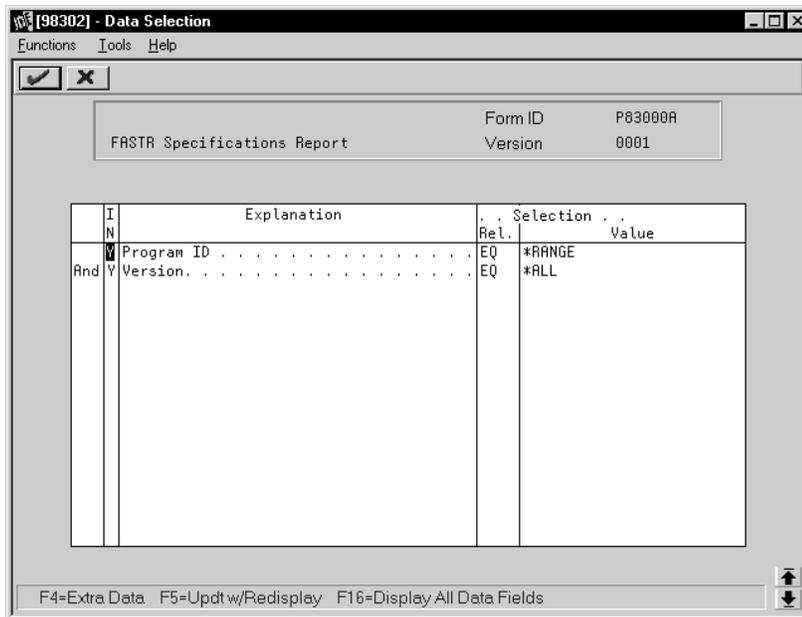
You use the Print Specifications program to print only the specifications of one or more versions. You are not required to process the FASTR report.

▶ 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 menu (G83), enter 27.

From FASTR Technical Operations, 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 hundreds of 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.

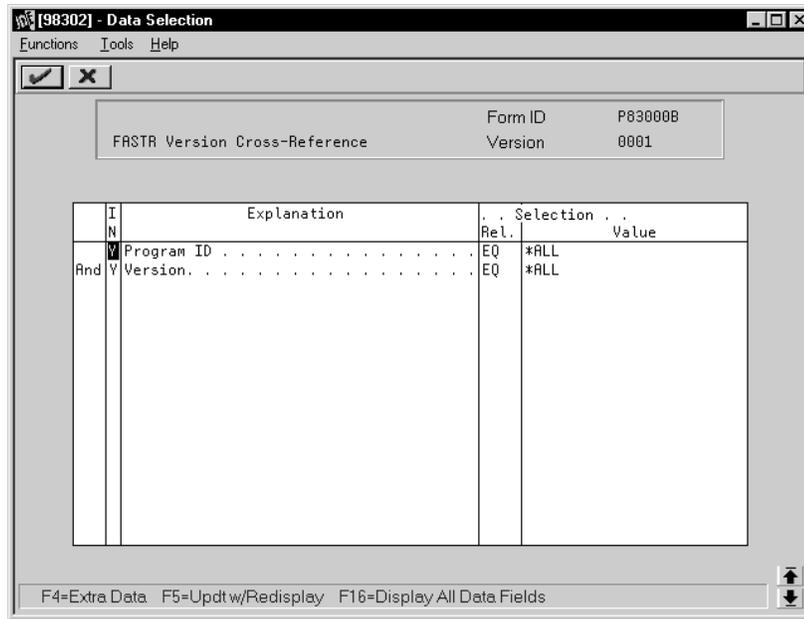
► To review row and column overrides

On FASTR Version Cross-Reference

0	Version	Description	User	Chg Date
	XJDE0001	FASTR Version Cross-Reference	DEMO	12/01/93

Opt. 1=Run 2=Chg 3=Add 4=RptDist 5=Cover 6=Prt Ovr 8=Repair 9=Dlt

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.



3. On Data Selection, complete the following fields for Program ID and Version:
 - Relationship
 - Value

In the Program ID row, you 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 Public Services Reports.

You maintain version lists to:

- Organize the versions with which you work 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 submitted last.
- Delete a version that you no longer use.

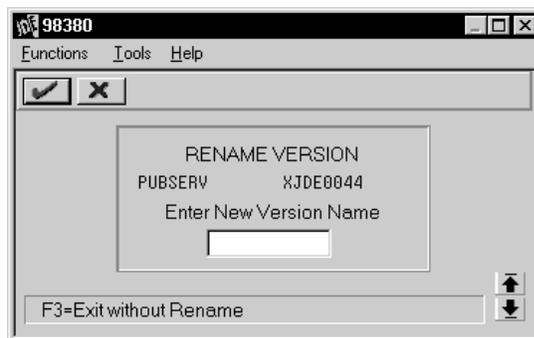
Maintaining version lists consists of the following tasks:

- Moving a version
- Deleting a version

▶ **To move a version**

On Public Services Reports

1. Next to the version that you want to move, choose the F16 function key to access Rename Version.



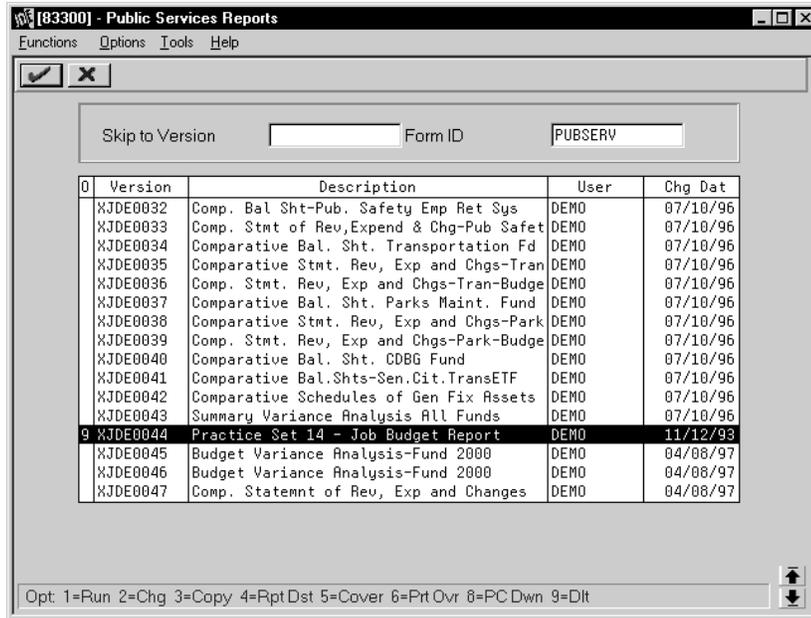
2. On Rename Version, complete the following field and press Enter:
 - Enter New Version Name

Your version is listed on the versions list in alphanumeric order.

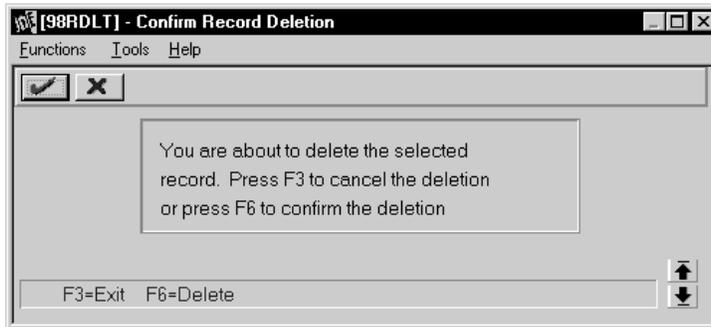
Field	Explanation
Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers.

► **To delete a version**

On Public Services Reports



- Next to the version that you want to delete, enter 9 in the following field:
 - Option

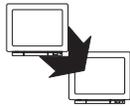


- On Confirm Record Deletion, press F6 to confirm that you want to delete this version. Otherwise, press F3 to cancel the deletion.

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 suppresses 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 Public Services Reports.

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 Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
2. On FASTR Definition Options, select Additional Parameters.
3. On Additional Parameters, complete the following field:
 - User Exclusive

Field	Explanation
User Exclusive	<p>This field allows you to restrict user access for a report version.</p> <p>Values are:</p> <ul style="list-style-type: none"> 0 No security. Anyone can change, copy, delete, and run the version. 1 Medium security. Only the user who created the version can change and delete it. All users can copy and run the version. 2 Medium to full security. Only the user who created the version can change, delete, and run it. All users can copy the version. 3 Full security. Only the user who created the version can change, delete, copy, and run it.

What You Should Know About

Menu masking

You can also use menu masking to secure your versions. By masking, or hiding, your versions, other users cannot access your versions because they do not know that those versions exist.

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 FD_1 for reports that pertain to fund 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 better to have several form IDs with few versions than a few form IDs with hundreds of versions. 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.
- Use dynamic row creation:
 - When you need level of detail totals only
 - 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.
- 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 Print Rows When 0 when creating a report that sequences by business unit to suppress the printing of accounts that do not belong to a particular 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)



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		
<u>Actual Description</u>	<u>Sub</u>	<u>Object</u>
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 Billing	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, 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)*



Exercises

See the exercises for this chapter.

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)*



Exercises

See the exercises for this chapter.

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.

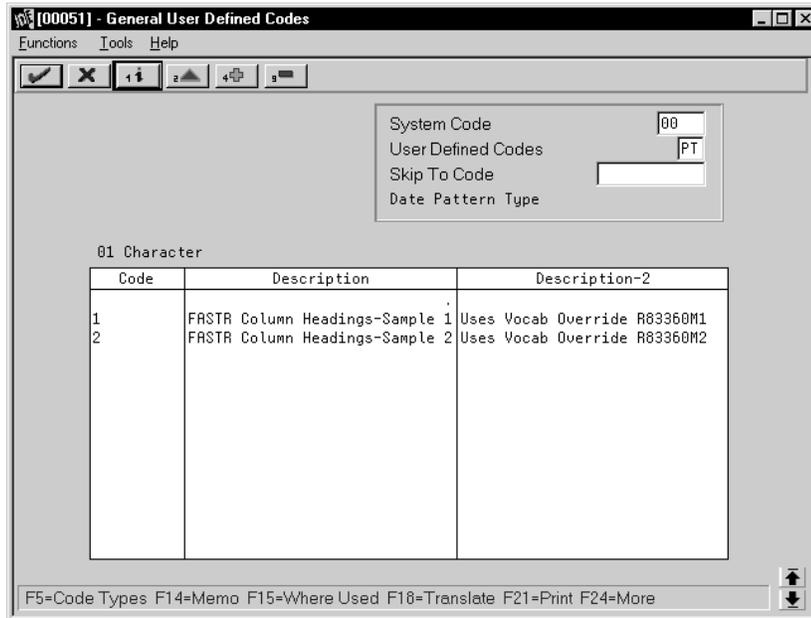
Customizing column headings consists of:

- Defining a column heading type
- Creating the text for a column heading
- Assigning a column heading type to a fund
- 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



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.

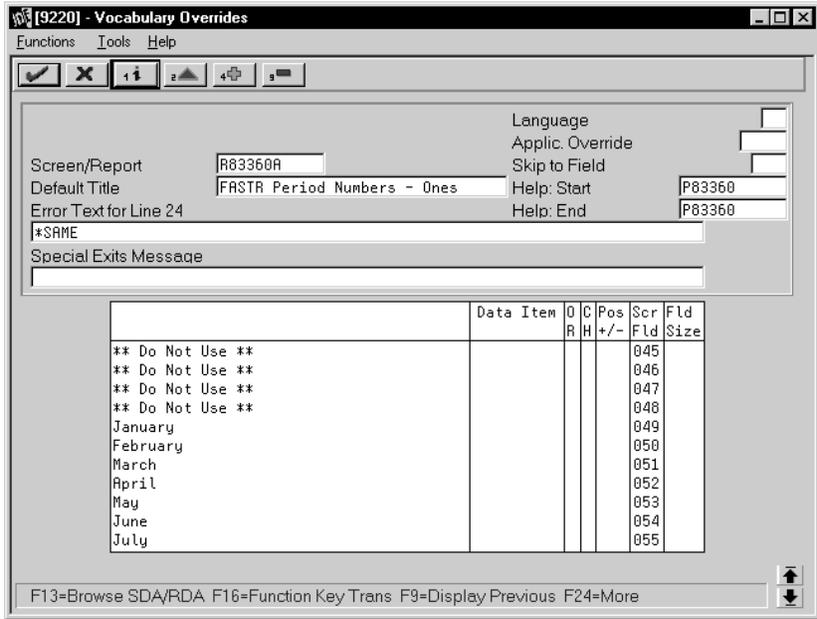
► To create the text for a column heading



From Advanced & Technical Operations (G9), 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

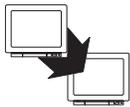


1. To create the text for a column heading, do one of the following:
 - Locate an existing record and use the Change action
 - Use the Add action
2. Enter R83360x (where x represents the date pattern type code) in the following field:
 - Screen/Report
3. Complete the following field:
 - Default Title
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 fund**

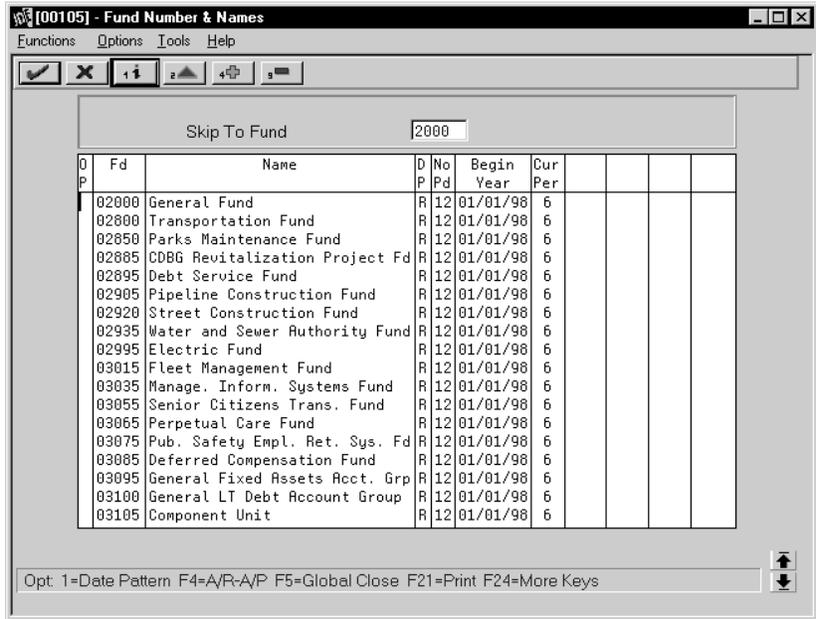


From General Accounting (G09), choose Organization and Account Setup.

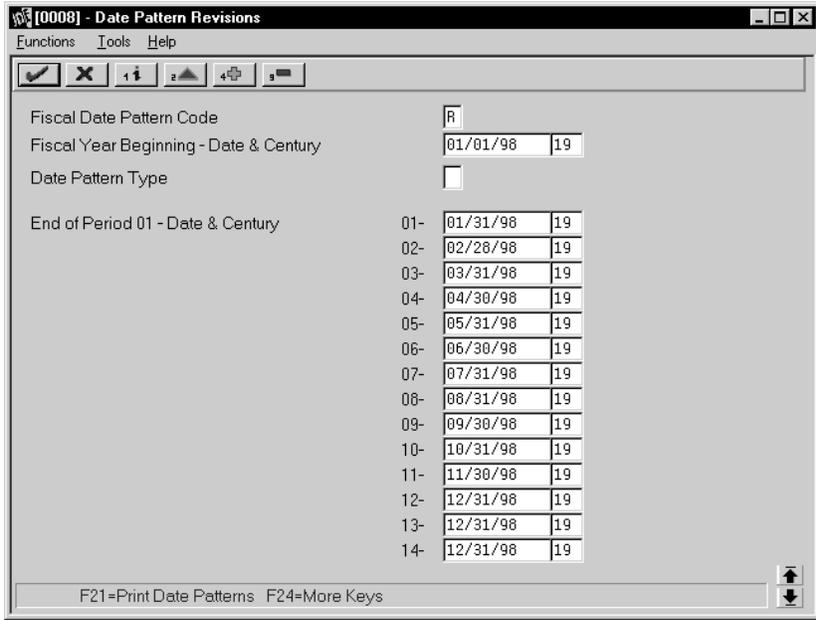
From Organization and Account Setup (G09411), choose Fund Numbers & Names.

After you define a type of column heading and create the text for it, you must assign the column heading type to each fund. This enables FASTR to place the appropriate column heading on the fund's versions.

On Fund Numbers & Names



- 1. Choose Date Pattern for the appropriate fund.



2. On Date Pattern Revisions, complete the following field:
 - Date Pattern Type

Field	Explanation
Date Pattern Type	This field is used by FASTR to determine the column headings to be printed 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

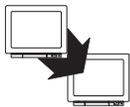
Fiscal date pattern codes This is a single-character code defined in the user defined code 00/PT. This code specifies which vocabulary override record is used for the custom column heading.

Date pattern types You assign the date pattern types to a fiscal date pattern. The fiscal date pattern is then assigned to several funds. These funds use the new column titles. Fiscal date patterns are set up a year at 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.

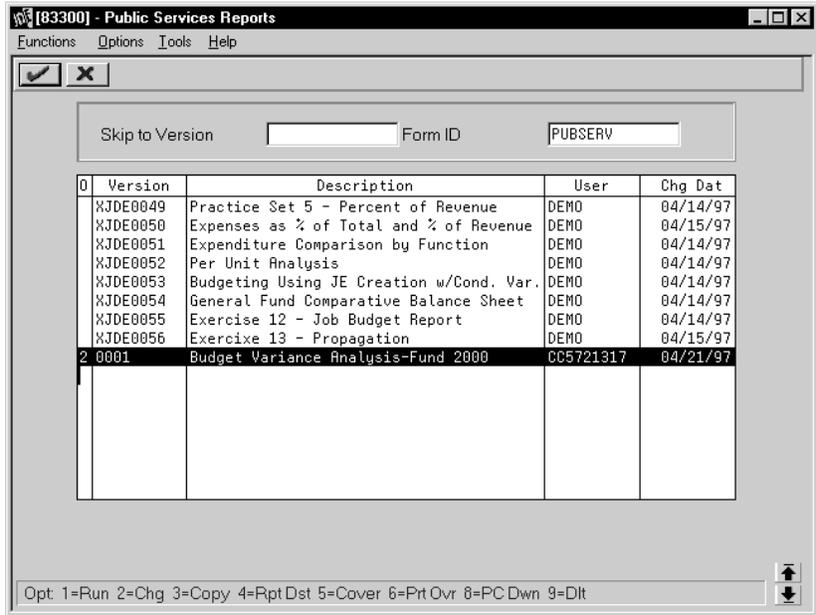
▶ To attach a column heading to a report



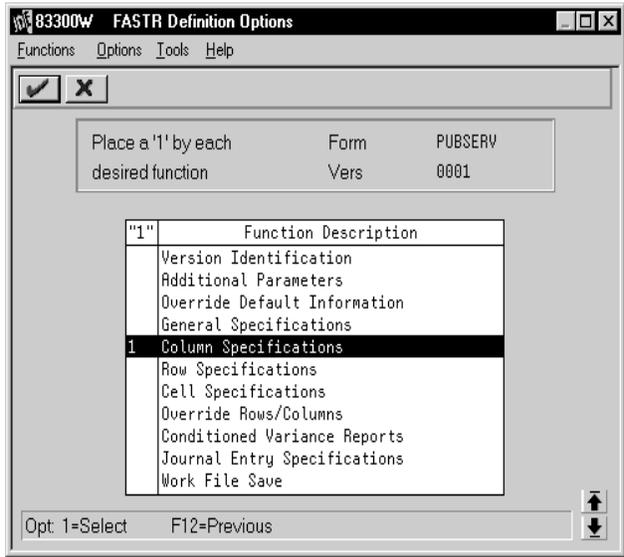
From the FASTR menu (G83), choose Public Services Reports.

After you have defined a column heading type, created the text for it, and assigned it to a fund, you must attach the column heading to a version so that it appears in your report.

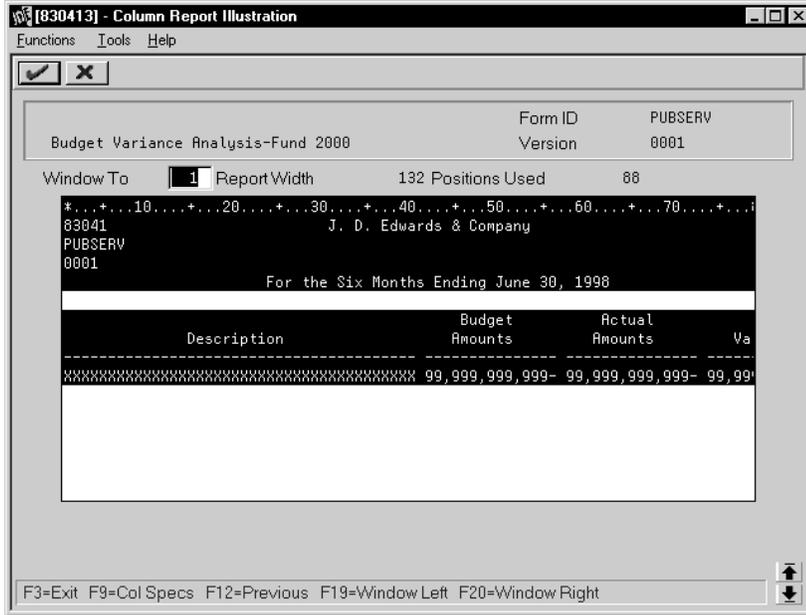
On Public Services Reports



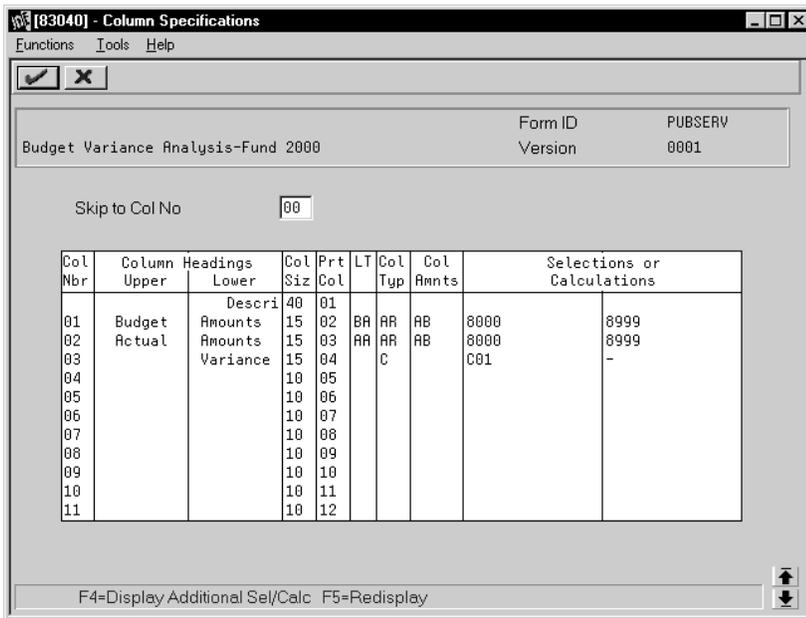
- 1. Select a version to change.



- 2. On FASTR Definition Options, choose Column Specifications to access Column Report Illustration.



3. On Column Report Illustration, choose the Column Specifications function.



4. On Column Specifications, complete the following field for each column number:

- Column Headings – Upper

Field	Explanation
Column Heading	<p>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.</p> <p>The Description column heading can be between 1 and 60 characters and is a single-line heading. Centering is controlled by the column size.</p> <p>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.</p>

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 fund as sequence 1. For example:

- Fund 2000 can use the date pattern type of January through December.
- Fund 2800 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 Public Services Reports.

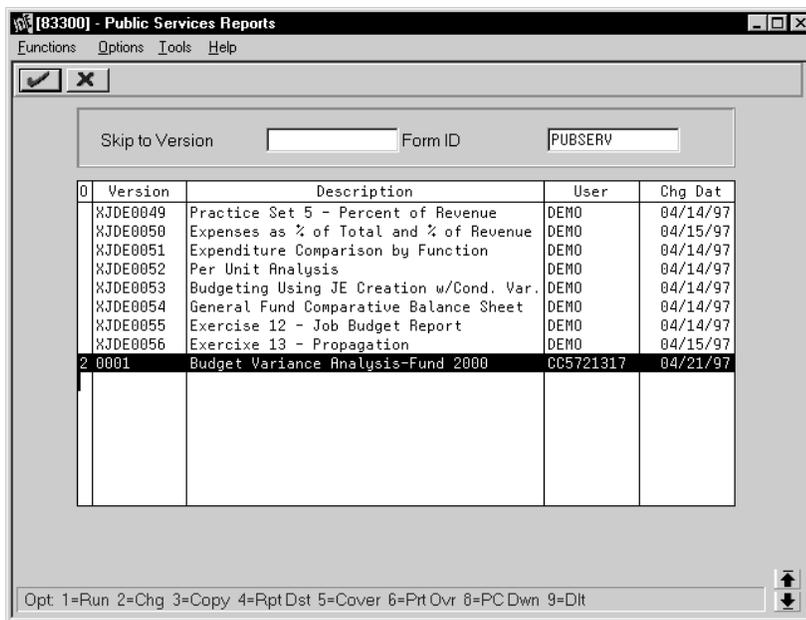
Each FASTR version must have a format code assigned to it. This code determines how a date appears on the top of each page of a report. You can assign a format code for standard date titles, such as titles for balance sheets, profit and losses, and single fiscal periods. Or you can create a custom date title.

What Are the Guidelines for Custom Date Titles?

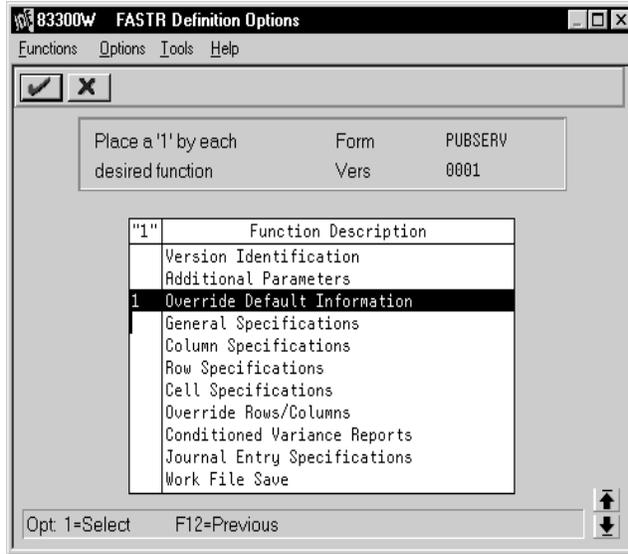
Column abbreviations record You define column abbreviations in the substitution parameters record R83360A. These user-defined abbreviations can be used for both standard and custom date title headings.

▶ **To assign format codes for date titles**

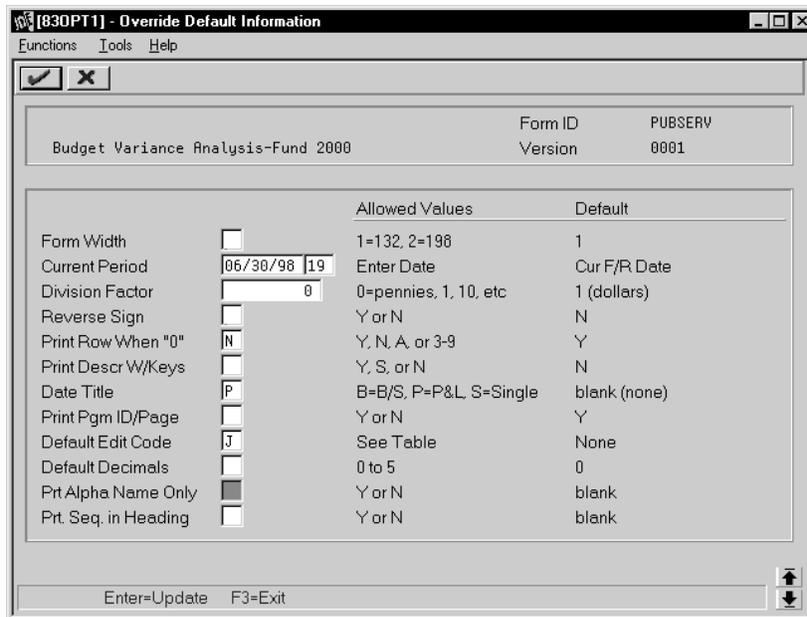
On Public Services Reports



1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option



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



3. On Override Default Information, complete the following field:

- Date Title

Field	Explanation
Date Title	<p>Determines how the date title appears at the top of each page of the report. Values include:</p> <ul style="list-style-type: none"> 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 (G9), 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.

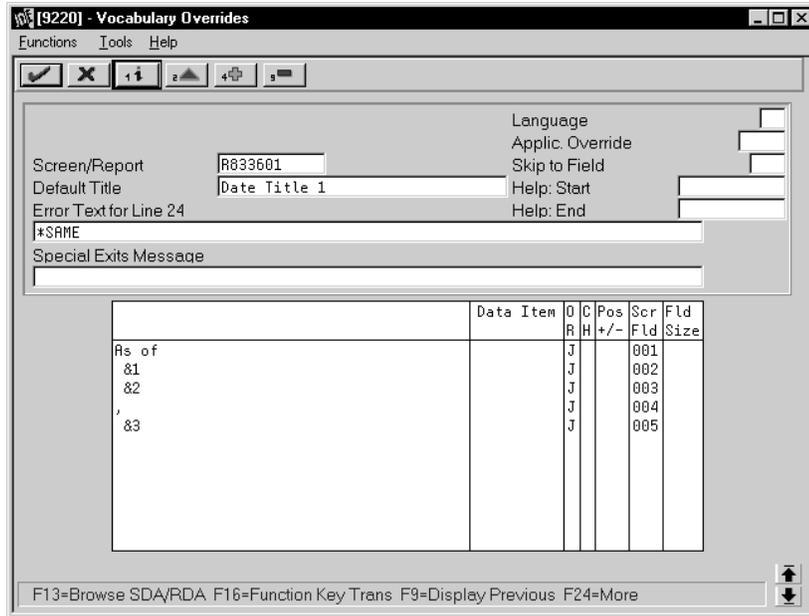
What Are the Default Headings for Custom Date Titles?

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: <ul style="list-style-type: none">• February 28, 1998• 06/30/98• 31-JUL-1998
R833608	<ul style="list-style-type: none">• 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 fields:
 - 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 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	<p>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 &? <i>do not</i> include a space.</p> <p>This is so you can create compound numbers, such as twenty-six (as opposed to simple numbers such as five and thirty).</p>
&4 and &5 parameters	<p>Substitution parameters &4 and &5 only print when their values do not equal zero.</p>
End of text	<p>A report prints text from the substitution parameters until the system locates a blank line in the Text Description field.</p>
Length of custom date titles	<p>Custom date titles cannot be more than 100 Text Description lines in length.</p>
Saving customizations	<p>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.</p>

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 for Public Sector Guide (P0006A)*

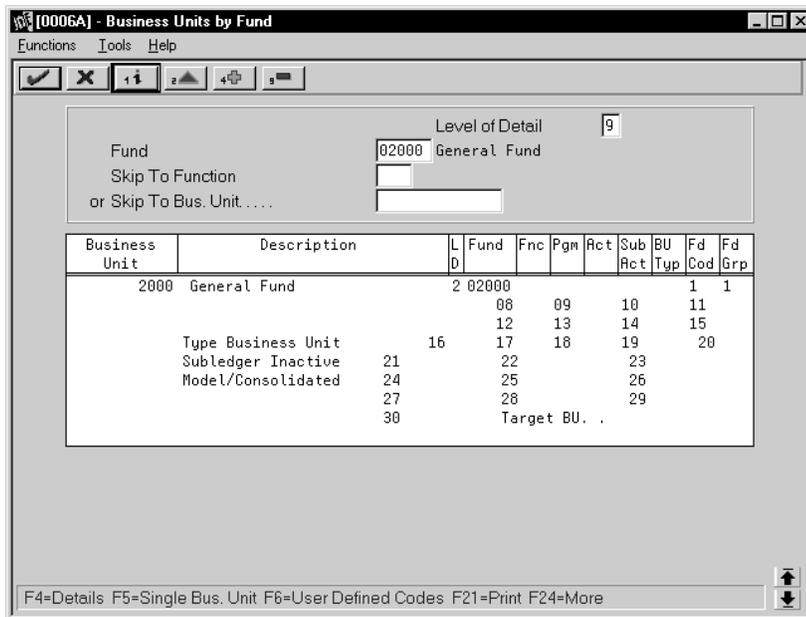
▶ **To set up the level of detail hierarchy**



From General Accounting (G09), choose Organization and Account Setup.

From Organization & Account Setup (G09411), choose Business Units by Fund.

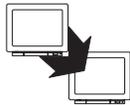
On Business Units by Fund



1. Locate the business unit with which you want to work.
2. Complete the following field:
 - LD

Field	Explanation
Level of Detail	<p>A code that identifies the relationship of parent and subordinate business units in a hierarchy. Up to nine levels of detail are available.</p> <p>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.</p>

▶ **To activate the level of detail hierarchy**



From the FASTR menu (G83), choose Public Services Reports.

On Public Services Reports

1. Access FASTR Definition Options by entering 2 in the following field next to the version you want to revise:
 - Option
2. On FASTR Definition Options, choose Override Default Information.

		Form ID	PUBSERV
Budget Variance Analysis-Fund 2000		Version	0001
		Allowed Values	Default
Account LOD Range	<input type="checkbox"/> to <input type="checkbox"/>	3 to 9, blank=not used	blank
CC Level Of Detail	<input type="checkbox"/>	1 to 9, blank=not used	blank
Subledger Descr	<input type="checkbox"/>	F=Full, blank=Single Line	blank
Omit Cutback A/C's	<input type="checkbox"/>	Y or N	N
Job Cost Headings	<input type="checkbox"/>	Y or N	N
PC Download File	<input type="checkbox"/> A	Y N or A	N
Member Name	<input type="text" value="AUDITOR"/>	Valid IBM Object Name	blank
52 Period Acct	<input type="checkbox"/>	Y or N	N
Include Zero Rec	<input type="checkbox"/>	Y or N	N
AAI Subtotaling	<input type="checkbox"/>	Y or N	N
Ending object	<input type="text"/>	Object Account	blank

Enter=Update F3=Exit MW

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
Business Unit 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:

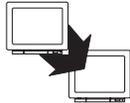
Category code 01	Structure Size = 3
	Structure Type = C
Category code 02	Structure Size = Blank
	Structure Type = C
Category code 03	Structure Size = Blank
	Structure Type = D

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

Setting Up Dependent and Concatenated Structures



From FASTR (G83), enter 27.

From FASTR Technical Operations (G8331), choose Category Code Structure Setup.

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:

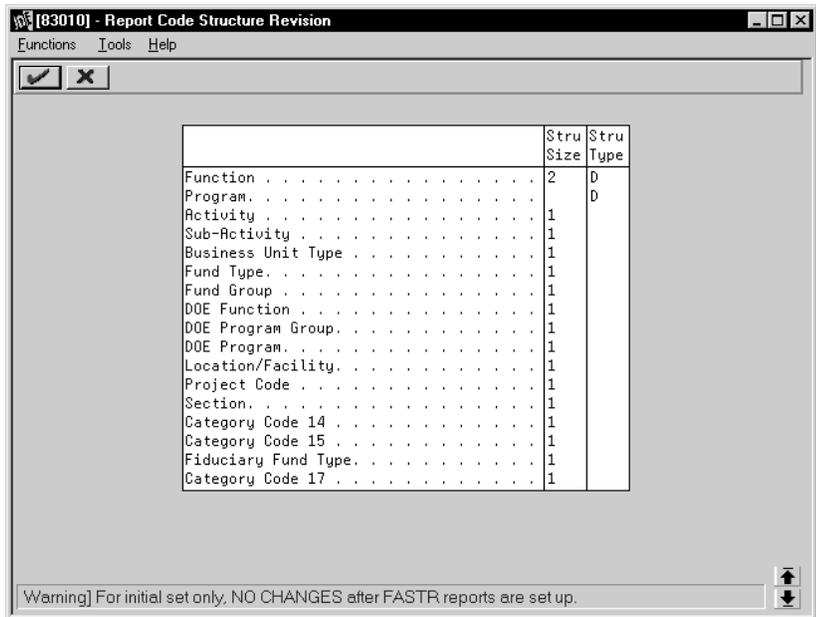
- You will need new alternate titles for any new relationships.
- You might affect any or all existing FASTR versions.

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



Next to each category code that you want the system to set up, complete the following fields:

- Structure Size
- Structure Type

Field	Explanation
Structure 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
Structure Type	<p>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.</p> <p>"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.</p> <p>This field has no meaning for report codes that are not in a structure and is, therefore, assumed to be blank.</p>

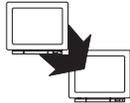
What You Should Know About

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

Setting Up Combination Structures



From FASTR (G83), enter 27.

From FASTR Technical Operations (G8331), choose Category Code Structure Revisions.

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, to *combine* dependent and concatenated relationships within a structure, you must run Category Code Revisions.

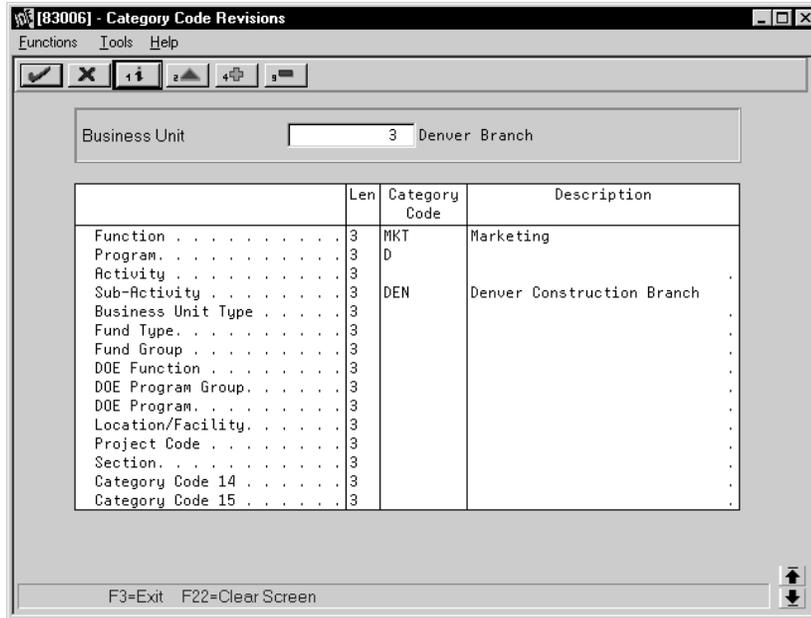
Revisions to category codes are stored in the DREAM Writer Master Parameter table (F98301) and updated in the Business Unit Master table (F0006).

Before You Begin

- Ensure that only authorized personnel can access Category Code Revisions by setting up action code security for this program

To set up combination structures

On Category Code Revisions



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:

	Len	Category 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	<u>333444</u>	xxxxxxxxxxxxxxxxxxxxxx	

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 - Fund values
- RO - Fund 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 sign
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. PUBSERV)
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.

Depending 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. From the Lotus application, 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	<ol style="list-style-type: none"> 1.Display 2.Printer 3.Disk <--- Choose <p>Use the spacebar to choose.</p>
To	<p>{c:\subdirectory\XXXXXXXXX.prn}</p> <p>XXXXXXXXX is an alphanumeric string not to exceed 8 characters</p>
Replace Old File	<ol style="list-style-type: none"> 1.Yes 2.No <--- Choose
PC File Type	<ol style="list-style-type: none"> 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:\XXXXXXXX.FDF } <--- Allow default / Press Enter

Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user 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 used for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instruction. 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 Post to General Ledger program to post a debit to a certain expense account and an automatic 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). Also called the *expedient method* and the *fast path method*.

AZ ledger. The ledger type used for cash basis accounting.

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 accounts receivable 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.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

alphabetic character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

approver number. The user ID of the person who approves vouchers for payment.

“as of” report. A report used to view 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.

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 process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest 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. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered 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. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

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 J.D. Edwards 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 which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells 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

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called 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. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method used to generate 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 tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several funds or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for funds or business units so that the different entities can be represented by a single balance sheet or income statement.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. An example is allowing or disallowing out-of-balance postings. After you set constants, the system follows these rules until you change them.

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 used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify 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.

cursor sensitive help. J.D. Edwards online help function, which 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. The record of transactions between your organization and a particular customer.

customer payment. The payment your organization receives from a customer.

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. Also known as a *glossary*.

data types. Supplemental information, attached to a fund 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 an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter 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 cash, 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 programmed 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 to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

EFT. Electronic funds transfer. A method of transferring funds from one organization's bank account to that of another organization.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in 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.

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.

expedient method. See *A/P Ledger method*.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method*.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

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.

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 assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. An organization's 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. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

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 that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary*.

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). Also called the *tough/right method*.

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

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 used to allocate or distribute 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, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement an organization's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job 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 whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

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 specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell 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 told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field 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 used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems 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 facility 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. Also known as a *ledger*.

level of detail. (1) 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

Also known as *menu levels*. (2) 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 vouchers. See *voucher logging*.

mail distribution list. A list of people to whom you send electronic mail 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.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail*.

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 appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility 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).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric 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 J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

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. See *Boolean logic operand*.

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

original document. The document that initiates a transaction in the system.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. 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.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment control group. A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group*.

payment group. See *payment control group*.

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 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. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer 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 displays, control the format in which

information gets printed on reports, change the way a form displays information, and enter “as of” dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

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.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

record. A collection of related, consecutive fields of data 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 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 voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process used to create the next cycle (for example, next month’s) of recurring invoices or vouchers.

refresh. A process used to update a customer’s credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code*.

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 method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text 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 and 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.

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. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. 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.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows 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 tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area 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. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

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 called a *vendor*.

supplier ledger. The record of transactions between your organization and a particular supplier.

supplier payment. The payment your organization makes to a supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

table. A collection of related data records organized for a specific use and electronically stored by the computer.

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 code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail 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 taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method*.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

update. 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 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 codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

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 checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute 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*.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software 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 facility, 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, avenue, or building.

worked. A code used to indicate 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 receipt application method where the receipt is applied to the invoice and the difference is written off. 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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