

## FLAIR Report Distribution System

The Report Distribution System (RDS) is a subsystem of the Florida Accounting and Information Resource (FLAIR) system where reports are stored and managed electronically.

These RDS reports are accessible by the user for up to three years. RDS users have the capability to:

- View reports online.
- Perform finds or searches within a report.
- Print a report.

### ACCESSING RDS

The RDS Administrator assigns each user a 6-digit NASSAM User name. The first three digits are the prefix assigned to the agency (JAC) and the last 3 are assigned (example JACABC).

### **SIGNING-ON (ACCESSING RDS)**

Accessing the Department of Financial Services Network confirms security clearance for the user (SCREEN A). Access the Network using:

- Your office's data center menu **or**
- Type "**NASSAM**" on a blank log on screen and press **Enter**.

Typically, offices use VPN access to remotely use to the network. Contact your IT staff for assistance since each office's access to FLAIR is unique.

To log onto the network:

- In the User field, type the assigned User name.
- In the Password field, type the initial default password provided by the RDS Administrator.
- Press **Enter**.

```

EMSP00                      HELP DESK: 850-413-3190      Terminal: SAME7201
                               Date . . . : 04/04/16      Time . . . : 17:10:23

State of Florida, Department of Financial Services
Effective 6/8/2009 - Standards for RACF passwords will be changed as follows:
Length - Exactly 8 characters are required.
Contents - Uppercase, lowercase, and number are required (all three elements).

Enter Logon Information:
User . . . . . (User ID/LOGOFF)
Password . . . . . New Password . .
Application . .
Group . . . . .
Location . . . .
    
```

**SCREEN A**

## PASSWORDS

### Creating Passwords:

- The default password is provided by the RDS Administrator.
- The default password is required when accessing the system for the first time, or when the password is reset by the RDS Administrator.
- Password verification occurs the first time a user accesses the network or if the user's password is changed or reset.
- All first-time users and users with expired or reset passwords will see the system display the following messages:
  - "The password has expired; enter a new password." Type a new password in the New Password field and press **Enter**.
  - "Reenter the new password for verification" will display at the bottom of the screen. Type the new password again in the New Password field and press **Enter** to access the network.
- Passwords must be 8 characters exactly and contain at least one upper-case letter, one lower-case letter and at least one number.
- Passwords will expire every **30 days** and cannot be re-used for 15 cycles. If passwords expire or are revoked, contact the RDS Administrator.

With successful access, the Application Selection Menu is displayed (SCREEN B). To access RDS, type "5" or "RDS" on the command line at the bottom of the screen and press **Enter**.

### SCREEN B

```

EMSP01                      Application Selection                      Term:      SAME7201
                               Help Desk: 850-413-3190 Time:      17:18:08
                               Date: 04/04/16 Group:      NA
                               Broadcast:      User: JACNKM Printer:
Select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN  Command key ENTR and Prefix ¢      Print key PA2

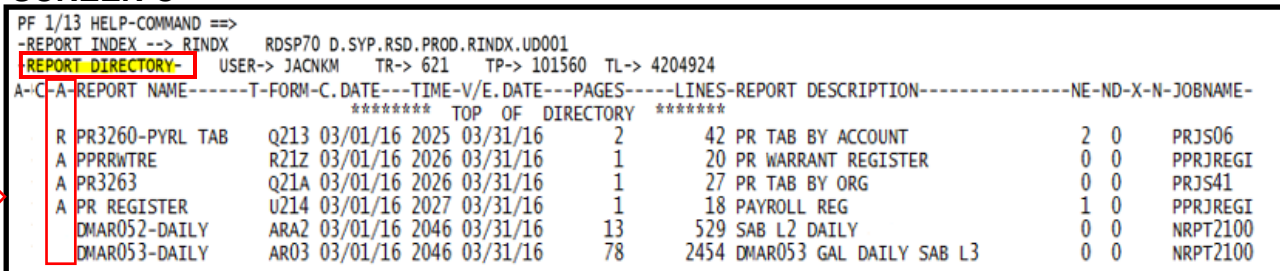
ID  Name                Jump Key Application Description
 1  PROD                 PA1    FLAIR Production System (DACA)
 2  NAT                 PA1    FLAIR Natural Reporting (DACN)
 3  IW                  PA1    FLAIR Information Warehouse
 4  NATTEST             PA1    FLAIR Natural Warehouse (NT)
 5  RDS                 PA1    FLAIR Report Distribution
 6  DSS                 PA1    RESERVED (use IW instead)
 7  SPURS               PA1    State Purchasing System(SPURS)
 8  PYRL                PA1    State Payroll System (PYRL)
 9  HOT                 PA1    Get Lean Hotline System
10  SECURITY            PA1    SECURITY ADMINISTRATION

COMMAND ==> 5
PF 1=Help  2=Lanuaage  3=Disc  4=Keys  7=Backw  8=Forward
  
```

## USING THE REPORT DIRECTORY

When selecting RDS, the Report Directory, also known as the RDS Library, is displayed. It contains all reports available to a user. The Report Directory also contains information about the listed reports (SCREEN C).

### SCREEN C



```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
REPORT DIRECTORY-  USER-> JACNKM  TR-> 621  TP-> 101560  TL-> 4204924
A-C-A-REPORT NAME-----T-FORM-C. DATE---TIME-V/E. DATE---PAGES-----LINES-REPORT DESCRIPTION-----NE-ND-X-N-JOBNAME-
***** TOP OF DIRECTORY *****
R PR3260-PYRL TAB      Q213 03/01/16 2025 03/31/16      2      42 PR TAB BY ACCOUNT      2 0      PRJS06
A PPRRWTRTRE          R21Z 03/01/16 2026 03/31/16      1      20 PR WARRANT REGISTER    0 0      PPRJREGI
A PR3263              Q21A 03/01/16 2026 03/31/16      1      27 PR TAB BY ORG          0 0      PRJS41
A PR REGISTER         U214 03/01/16 2027 03/31/16      1      18 PAYROLL REG            1 0      PPRJREGI
DMAR052-DAILY        ARA2 03/01/16 2046 03/31/16     13     529 SAB L2 DAILY         0 0      NRPT2100
DMAR053-DAILY        AR03 03/01/16 2046 03/31/16     78    2454 DMAR053 GAL DAILY SAB L3 0 0      NRPT2100
    
```

Users will have many reports in their directory. To view all directory information it may be necessary to navigate around the screen or later navigate around a report. Attachment A contains RDS navigation keys and commands for use with the Report Directory and reports. Examples of when the navigation keys are helpful:

- A user is not able to see all columns on the Report Directory or
- A user is not able to see the most recent reports at the bottom of the list.

Report Directory columns and valid input options for accessing reports:

Column	Description	Special Instructions
<b>A</b>	Action Column	Required input to access a report. Input options: S – Selects the report for viewing. E – Extracts all or a portion of the report for printing. P – Prints the report to a local printer. R – Restores an archived report.
<b>C</b>	n/a	Not used at this time.
<b>A</b>	Archive Status	Indicates the viewing availability of the report. Valid statuses: Blank – The report is available for viewing. R – Report has been restored and available for viewing. A – The report has been archived. To view the report, it must be restored.
<b>REPORT NAME</b>	Report Name	Name assign to the Report.
<b>TR</b>	n/a	Not used at this time.
<b>FORM</b>	Form Id	Reference Code assigned by Administrator.
<b>C.DATE</b>	Creation Date	Date Report sent to RDS.
<b>TIME</b>	Time	Time Report sent to RDS.
<b>V/E Date</b>	Version #/Expiration Date	Date report will go into archived status.
<b>PAGES</b>	Pages in Report	
<b>Lines</b>	Lines in Report	
<b>REPORT DESCRIPTION</b>	Report Description	Description created when the Form ID is established.

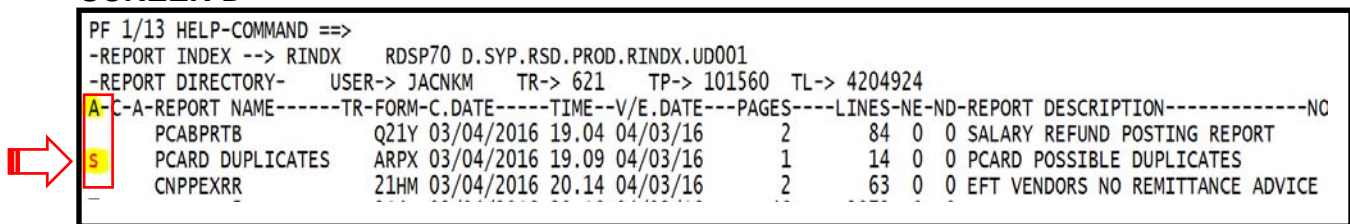
A list of the frequently used reports available to users is provided in Attachment B.

Determine which report is needed by the user then:

- Press the **Tab** key (repeat as needed) to move the cursor down the Action column until it's next to the report needed (SCREEN D).
- Type the action code from the above table to Select (**S**), Extract (**E**), Print (**P**) or Restore\* (**R**) (SCREEN D).
- Press **Enter**.

\*The restore request should occur within a few minutes. Larger reports take longer. Be patient.

**SCREEN D**



```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  USER-> JACNKM   TR-> 621   TP-> 101560  TL-> 4204924
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES-----LINES-NE-ND-REPORT DESCRIPTION-----NC
S PCABPRTB                Q21Y 03/04/2016 19.04 04/03/16      2      84 0 0 SALARY REFUND POSTING REPORT
PCARD DUPLICATES        ARPX 03/04/2016 19.09 04/03/16      1      14 0 0 PCARD POSSIBLE DUPLICATES
CNPPEXRR                21HM 03/04/2016 20.14 04/03/16      2      63 0 0 EFT VENDORS NO REMITTANCE ADVICE
    
```

The first two (2) of pages of a report may contain asterisks. When the report has asterisks, press the **F12** key twice to move forward to the top of the report (SCREEN E).

**SCREEN E**

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR054
S.F. 23 S.P. 01 FORM-> ARBM LINES-> 8459 PAGES-> 265
S -> 001 E -> 132 L 0000000119 P 000000003
-----
DMAR054-19 AS OF 03/04/16                21000000000                DATE RUN 03/04/16
SCHEDULE OF ALLOTMENT BALANCES BY FUND                PAGE 1
LEVEL 4 SUMMARY
MARCH 04, 2016
21 JUSTICE ADMINISTRATION
2130 JUSTICE ADMINISTRATIVE COMMISSION
10 1 000069 GENERAL REVENUE
21300800 00 EXECUTIVE DIR/SUPPORT SVCS
2130 00 00 JUSTICE ADMINISTRATIVE COMMISSION
OBJECT DESCRIPTION                ALLOTMENTS    EXPENDITURES-MTD    EXPENDITURES-YTD    ENCUMBRANCES    ALLOTMENT BALANCES    RATE
000000                5,456,148.00                0.00                0.00                0.00                5,456,148.00                0.00
110000 SAL-GEN                0.00                0.00                2,597,189.98                0.00                2,597,189.98                0.00
151000 FICA-GEN                0.00                0.00                193,804.56                0.00                193,804.56                0.00
152000 PFT-DR-C                0.00                0.00                170,156.11                0.00                170,156.11                0.00
    
```

To return to a prior screen from anywhere in RDS, press **F3** key repeatedly until the needed screen is displayed.

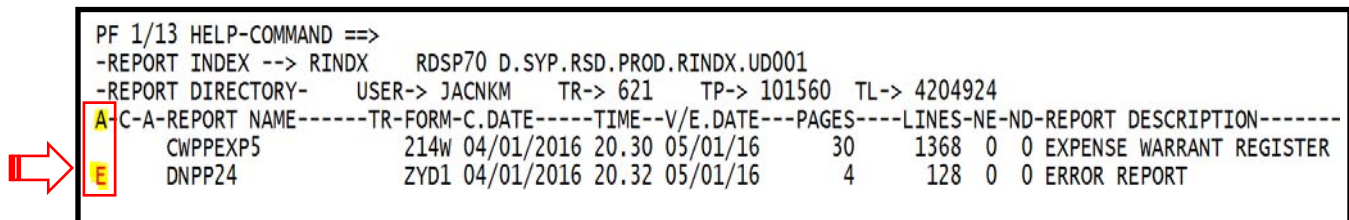
## PRINTING RDS REPORTS

### Print the Entire Report

To extract an entire report for printing:

- Press the **tab** key (repeat as needed) to move the cursor down the Action column until it's next to the report needed (SCREEN F).
- Type **"E"** for Extract in the Action column to the left of the report to be printed
- Press **Enter** (SCREEN F).

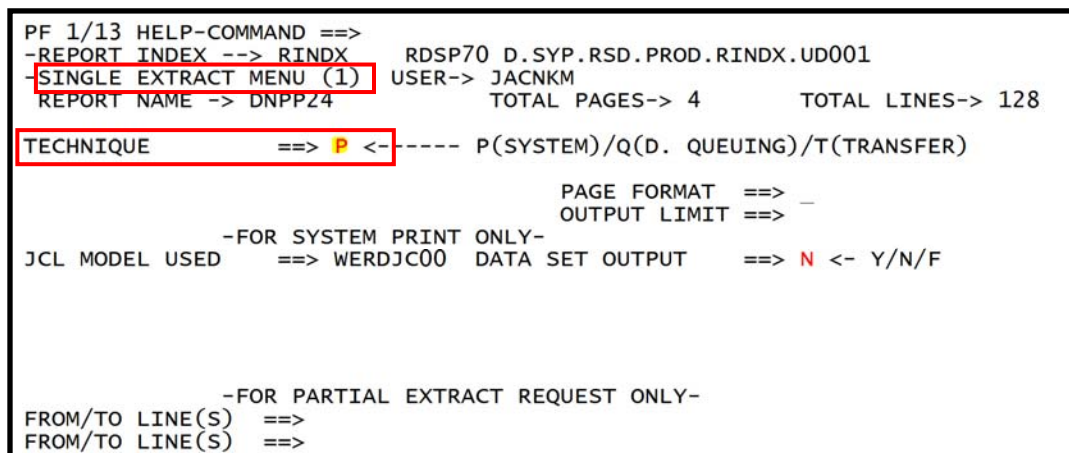
### SCREEN F



```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  USER-> JACNKM   TR-> 621   TP-> 101560  TL-> 4204924
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-----
  CWPPEXP5                214W 04/01/2016 20.30 05/01/16    30    1368 0 0 EXPENSE WARRANT REGISTER
  DNPP24                   ZYD1 04/01/2016 20.32 05/01/16     4     128 0 0 ERROR REPORT
E
```

The Single Extract Menu (1) screen will display (SCREEN G). There are 2 Extract Menu screens, this is the first screen required to complete the extract. In the Technique field, type **"P"** for print and press **Enter**.

### SCREEN G



```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (1) USER-> JACNKM
REPORT NAME -> DNPP24      TOTAL PAGES-> 4      TOTAL LINES-> 128
TECHNIQUE      ==> P <------ P(SYSTEM)/Q(D. QUEUING)/T(TRANSFER)
                                     PAGE FORMAT ==> -
                                     OUTPUT LIMIT ==> -
-FOR SYSTEM PRINT ONLY-
JCL MODEL USED ==> WERDJC00  DATA SET OUTPUT ==> N <- Y/N/F

-FOR PARTIAL EXTRACT REQUEST ONLY-
FROM/TO LINE(S) ==>
FROM/TO LINE(S) ==>
```

The Single Extract Menu (2) screen will display (SCREEN H). Confirm the destination printer ID shown to the right of the "DEST" field is the FLAIR printer ID assigned to your office or group. After verifying the correct printer ID is displayed, type **"Y"** on the command line to confirm the print request or **"C"** on the command line to cancel the print request then press **Enter**.



**SCREEN H**

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX          RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (2)        USER-> JACNKM
REPORT NAME -> DNPP24          TOTAL PAGES-> 4      TOTAL LINES-> 128
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME      ==> D210000      CLASS ==> Q      MSGCLASS      ==> D
NOTIFY       ==>              ROOM ==>
ACCOUNTING   ==> (B0100,134)
PGMP NAME    ==> 'JUSTICE'   COMM'
DEST         ==> PJACVWN     FORM ==> STD    CLASS FOR LOG ==> *
WRITER NAME  ==>              COPIES ==>      OUTPUT CLASS ==> A  FCB ==>
OUTPUT REFERENCES ==> / / / / UCS ==>
PRINT FORMAT (REP/SEP) ==> / / / /
HEADER LINES
1 ==> *** DEPT 2100 *****      SEPARATOR NUMBER
2 ==> NONA MCCALL                USER (TOP/BOT) ==> 1 / 0
3 ==>                            REPORT (TOP/BOT) ==> 0 / 0
4 ==> JAC 2100                  WITH PACKET INDEX ==> Y
5 ==> *****                    DELETE AFTER EXTRACT ==> N
LASER PRINTER -----> NONE

```

The Print/Extract Result screen will appear stating the print request was completed (SCREEN I). If the report was cancelled the message would state "EXTRACT CANCELLED". Press **Enter** to return to the Report Directory screen.

**SCREEN I**

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX          RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-        USER-> JACNKM

      **** EXTRACTION REQUEST (VIA BATCH JOB) ****
JOB NAME      ---> D210000      JOBID ---> JOB01783
SUBMITTED AT : 13.03.33 04/04/16 (16095)  TO SERVICE EXTRACT REQUEST.

```

The report should begin printing on the selected printer within a few minutes. Larger reports take longer. Be patient.

## ATTACHMENT A

### RDS navigation keys and commands

Navigation Key/Command	Corresponding Keyboard key(s)	Description
PF1	F1	Help key – will show most of the commands below.
PF3	F3	Press F3 multiple times to exit.
PF5	F5	Repeats previous command.
PF6	F6	Moves to the top of the <b>PRIOR PAGE in Displayed Report View only.</b>
PF7	F7	Moves one screen backward in the directory or in Displayed Report View.
PF8	F8	Moves one page forward in the directory or in Displayed Report View.
PF10	F10	Moves the screen to the left. The user is returned to the default view of the Report Directory Screen and the furthest left columns display once again.
PF11	F11	Moves the screen to the right. The columns located furthest to the right come into view and the columns furthest left disappear.
PF12	F12	Moves to the top of the <b>NEXT PAGE in Displayed Report View only.</b>
BOT	n/a	Moves to the bottom of the directory or report.
TOP	n/a	Moves to the top of the directory or report.
F	n/a	In the <b>COMMAND field in Displayed Report View</b> “F” and a space then info then press <b>Enter</b> to find item. Example - type <b>F “Grant Total”</b> with quotes and RDS will find the exact matching occurrences in the report.

**ATTACHMENT B**

## FLAIR Accounting Reports Available in the Report Distribution (RDS) System

Report (Program) Name	Report Title	Description	Frequency of Report
DMAR01	Trial Balance	Financial "picture" of the agency books at a point in time. May have two reports: operations and due process.	Monthly
DMAR01L	Trial Balance by Organization and Fund	Financial "picture" of the agency books at a point in time, at the level five of the organization.	Monthly
DMAR053	Schedule of Allotment Balances - Level 3	Includes allotments minus expenditures and remaining balances by category at the level 3.	Monthly
DMAR054	Schedule of Allotment Balances Level 4	Includes allotments minus expenditures and remaining balances by category at the level 4- Due Process Expenditures.	Monthly
DTHR04	Merged Detail Journal by Fund	Details of every transaction includes the input entry and automated offset entries. May have two reports: operations and due process.	Monthly
DTHR02	Expenditure Detail by Vendor	Alphabetic listing of vendor payments	Monthly
DCEPAGE-RECON	Purchasing Card Paid Aging Report	Items paid via the Purchasing Card , used for reconciling.	Monthly



**ATTACHMENT B** continued

FLAIR Payroll Reports available in the Report Distribution System (RDS)

FLAIR/RDS Report Name	Report Full Name	FLAIR RDS Form	FLAIR RDS Description	Frequency of Report
PR3236	Miscellaneous Deduction Register	Q214	Misc. Ded. Regis	Runs every time a payroll runs
PR3260-PYRL TAB	Payroll Tabulation by Account Code	Q213	PR Tab by Account	Runs every time a payroll runs
PR REGISTER	Payroll Register: On Demand/Supplemental/Monthly/Other	U214	PR Register (Without Details)	Runs every time a payroll runs
PPRRWTRE	Payroll Warrant Register: On Demand/ Supplemental / Monthly / Other	R21Z	PR Warrant Register	Runs every time a payroll runs
PJAJSID-L3 BRK	State Health, Life and Disability Deductions	U21Q	Health, Life and Disability Deductions per employee	Runs every time a payroll runs
PSARSDID-L3 BRK	State Supplemental and Insurance Deductions	U21R	Supplemental and Insurance Deductions per employee	Runs every time a payroll runs
PCABPRTB	General Revenue Current Salary Refunds - Employee Detail Register	Q21Y	Salary Refund Posting Report	Runs irregularly, only when a refund is posted
PCABPRTA	General Revenue Current Salary Cancellations - Employee Detail Register	Q21K	Current Salary Cancellations	Runs irregularly, only when a cancellation occurs
PCABPRTD	General Revenue Current EFT Cancellations - Employee Detail Register	Q21Z	EFT Cancel Posting Report	Runs irregularly, only when a cancellation occurs