

Printing Reports - Procedures

STEP 1: Log on to your computer

- Type in your user name. Your user name will be the first initial of your first name followed by your surname with no space between the two.

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SECURE ANNOUNCEMENTS
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- none -

UNAUTHORIZED ACCESS TO OR USE OF DATA OR SOFTWARE ON THIS COMPUTER
SYSTEM IS STRICTLY PROHIBITED AND MAY

RESULT IN LEGAL ACTION AGAINST VIOLATORS.
=====
Username: SFOWLER█
```

- After typing in your user name enter your password. Please note: You are the only one who knows your password therefore we caution you not to forget it!

```
SECURE ANNOUNCEMENTS
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- none -

UNAUTHORIZED ACCESS TO OR USE OF DATA OR SOFTWARE ON THIS COMPUTER
SYSTEM IS STRICTLY PROHIBITED AND MAY

RESULT IN LEGAL ACTION AGAINST VIOLATORS.
=====
Username: SFOWLER
Password: █
```

- The following screen will appear after you have entered your password.
Press enter to continue.

```

                                RESULT IN LEGAL ACTION AGAINST VIOLATORS.
                                =====
Username: sfowler
Password:

                                Welcome to the
                                Saskatoon Catholic School Board
                                Administrative Computer System

                                SECURE ANNOUNCEMENTS:
                                =====

NOTICE:  GUI access to the Internet is now available for school and Board
          Office staff from their home computers.  Contact Lena at 668-7067
          for details

          Tom

=====
          Last interactive login on Friday, 12-MAY-2000 08:02:45.92
          Last non-interactive login on Thursday, 11-MAY-2000 08:50:30.38
Press Return to continue...

```

STEP 2: Access the BUDGET ACCOUNTING SYSTEM

- Type in 01 and press the enter key (or return key).

```

Date: 31-Jul-98      ADMINISTRATIVE AND PERSONNEL SERVICES MENU      Time: 11:21 AM

                                01 = BUDGET ACCOUNTING SYSTEM
                                02 = ACCOUNTS RECEIVABLE
                                03 = PURCHASING
                                04 = TENDERING
                                05 = PERSONNEL
                                06 = TEACHER PAYROLL
                                07 = SUPPORT PAYROLL
                                08 = SUBSTITUTE PAYROLL
                                09 = CASUAL PAYROLL
                                10 = QUEUE-MANAGEMENT
                                11 = VMSMAIL
                                12 = CAMPUS AMERICA
                                13 = STUDENT INQUIRY
                                14 = SPECIAL EDUCATION
                                15 = TUITION FEE SYSTEM
                                16 = PROJECTED ENROLLMENT SYSTEM
                                17 = CHANGE PASSWORD
                                18 = CAMPUS AMERICA - HIGH SCHOOLS

Module: [##] 01
Page: 1 of 1

```

STEP 3: Access the PRINT USER DEFINED REPORT

- Type in **02** and press enter.

DATE: 07-Aug-98	ST. PAUL'S RCSSD #20	TIME: 09:11 AM
01 General Ledger Inquiry Browse 02 Print User Defined Report 03 G1 Account Inquiry		
Module: 2		Page 1 of 1

STEP 4: USER DEFINED REPORT SELECTION

- Use the arrow keys to move up and down the list of reports.
- Highlight the report you wish to print. The reports required for School Based Funds are 001 to 009 inclusive.
- Use the arrow keys to move along the menu at the bottom of the screen.
- Highlight **SELECT** and press enter.

USER DEFINED REPORT SELECTION		Page 1 of 2
REPORTS	DESCRIPTION	MACRO
001	(FS001) SCHOOL BASED FUNDS SUM	
002	(FS002) SCH BASED FUND DETAIL	
003	(FS003) SCHOOL BASED PROJ SUM	
004	(FS004) SCH BASED PROJ DETAIL	
005	(FS005) SCH BASED FUND PAYABLE	
101	(FS101) BUDGET MGR. - SUMMARY	
102	(FS102) BUDGET MANAGER DETAIL	
103	(FS103) COMMUNITY SCHOOL SUMM.	
104	(FS104) COMMUNITY SCH DETAIL	
105	(FS105) RESOURCE CENTRE	
106	(FS102) RESOURCE CENTRE DETAIL	
109	(FS109) H S DEPARTMENT SUMMARY	
Exit Select		

STEP 5: REPORT WRITER RUN-TIME PARMETERS - REPORT #

- Enter the period you wish to print and press enter.
For example if you wish to print a report for January 2002 enter 200201
(Year/ Month - 2002 indicates 2002 and 01 the month of January)
Please note: You may have to backspace in order to input the period.
- If the message * Period is not Closed in BAS Calendar* appears,
press enter to continue.
- For some reports you may have to enter a starting period and an ending
period.

```
PROCESSING: On-line          OUTPUT: 4TH FLR LASER      COPIES: 1 1CUP
RUN TIME: <TODAY> <NOW>    FORM: LASER PORT 16CPI  OTHER <HELP>

REPORT WRITER RUN-TIME PARAMETERS - REPORT #001
(FS001) SCHOOL BASED FUNDS SUM

ENTER THE PERIOD           [YYYYPP] : 200201
```

- The system will generate a Title Comment based on the period
(This title will appear as such on the report: As of January 31, 2002)
- Accept this title by pressing enter or change the date to the current date.

```
PROCESSING: On-line          OUTPUT: 4TH FLR LASER      COPIES: 1 1CUP
RUN TIME: <TODAY> <NOW>    FORM: LASER PORT 16CPI  OTHER <HELP>

REPORT WRITER RUN-TIME PARAMETERS - REPORT #001
(FS001) SCHOOL BASED FUNDS SUM

ENTER THE PERIOD           [YYYYPP] : 200201

ENTER THE TITLE COMMENT    : JANUARY 31,2002
```

- Simulate Month End
Always enter **Y** and press enter.

```

PROCESSING: On-line          OUTPUT: 4TH FLR LASER          COPIES: 1 1CPU
RUN TIME: <TODAY> <NOW>    FORM: LASER PORT 16CPI      OTHER <HELP>

      REPORT WRITER RUN-TIME PARAMETERS - REPORT #001
      (FS001) SCHOOL BASED FUNDS SUM

ENTER THE PERIOD           [YYYYPP] : 200201

ENTER THE TITLE COMMENT    : JANUARY 31, 2002

SIMULATE MONTH END        [Y/N] : Y

```

- Override Levels and or Criteria
Enter **N** and press enter.

```

PROCESSING: On-line          OUTPUT: 4TH FLR LASER          COPIES: 1 1CPU
RUN TIME: <TODAY> <NOW>    FORM: LASER PORT 16CPI      OTHER <HELP>

      REPORT WRITER RUN-TIME PARAMETERS - REPORT #001
      (FS001) SCHOOL BASED FUNDS SUM

ENTER THE PERIOD           [YYYYPP] : 200201

ENTER THE TITLE COMMENT    : JANUARY 31, 2002

SIMULATE MONTH END        [Y/N] : Y

OVERRIDE LEVELS AND/OR CRITERIA [Y/N] : N

```

- You may also modify a report to your own specifications please see Section 7-10. For example, if you wish to print a report for only one project number rather than all the project numbers.

- Create an Export File
Always enter **N** and press enter.
- Override Default 2 - Sided Print
Always enter **N** and press enter.

PROCESSING: On-line	OUTPUT: 4TH FLR LASER	COPIES: 1 1CUP
RUN TIME: <TODAY> <NOW>	FORM: LASER PORT 16CPI	OTHER <HELP>
REPORT WRITER RUN-TIME PARAMETERS - REPORT #001 (FS001) SCHOOL BASED FUNDS SUM		
ENTER THE PERIOD	[YYYYPP] :	200201
ENTER THE TITLE COMMENT	:	JANUARY 31, 2002
SIMULATE MONTH END	[Y/N] :	Y
OVERRIDE LEVELS AND/OR CRITERIA	[Y/N] :	N
CREATE AN EXPORT FILE	[Y/N] :	N
OVERRIDE DEFAULT 2-SIDED PRINT	[Y/N] :	N

- Your screen should now appear as below.
Press enter to print the report.

PROCESSING: On-line	OUTPUT: 4TH FLR LASER	COPIES: 1 1CUPLO
RUN TIME: <TODAY> <NOW>	FORM: LASER PORT 16CPI	OTHER <HELP>
REPORT WRITER RUN-TIME PARAMETERS - REPORT #001 (FS001) SCHOOL BASED FUNDS SUM		
ENTER THE PERIOD	[YYYYPP] :	200201
ENTER THE TITLE COMMENT	:	JANUARY 31, 2002
SIMULATE MONTH END	[Y/N] :	Y
OVERRIDE LEVELS AND/OR CRITERIA	[Y/N] :	N
CREATE AN EXPORT FILE	[Y/N] :	N
OVERRIDE DEFAULT 2-SIDED PRINT	[Y/N] :	N
PRESS <CR> TO PROCESS REPORT :		