FLAIR Report Distribution System (RDS)

Updated January 2018

Contacts for assistance accessing FLAIR and RDS usage:

Financial Services Group Email
FinancialServices@justiceadmin.org

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

RDS users have the capability to:
- View reports online.
- Perform searches within a report.
- Print a report.

Most reports are active for 30 days before being archived. RDS reports are accessible by the user for up to three years. Users can view and access reports for 18 months. The DFS Help Desk can restore reports between 18 to 36 months old.

ACCESSING RDS

The RDS Administrator assigns each user a NASSAM User name up to 6 digits long. 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 connect to the My Florida Network. Contact your IT staff for assistance since each office's connection to FLAIR can vary.

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**.

SCREEN A

```
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 . . . .
```

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.
- When the default password is used, the user will need to enter a personal password in the New Password field. The system will prompt the user to reenter the new password for verification.
- All 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**.
  - The "Reenter the new password for verification" message 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 are revoked, contact the RDS Administrators.
- Creating a calendar reminder every 30 days as a reminder to change passwords may be helpful for users not accessing the system regularly.

With successful access, the Application Selection Menu is displayed (see 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=Language  3=Disc  4=Keys  7=Backw  8=Forward
```

USING THE REPORT DIRECTORY

After 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 (for example see 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 PPRRWTRE         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
A **See SCREEN D & F for examples**	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.
C	n/a	Not used at this time.
A. **See SCREEN C for example**	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.
REPORT NAME	Report Name	Name assigned to the Report.
TR	n/a	Not used at this time.
FORM	Form Id	Reference Code assigned by the RDS Administrator.
C.DATE	Creation Date	Date Report sent to RDS.
TIME	Time	Time Report sent to RDS.
V/E Date	Version #/Expiration Date	Date report will go into archived status.
PAGES	Pages in Report	
Lines	Lines in Report	
REPORT DESCRIPTION	Report Description	Description created when the Form ID is established.

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

Determine which report is needed then:
- Press the **Tab** key (repeat as needed) to move the cursor down the Action column until it's next to the report needed (for example see SCREEN D).
- Type the desired action code (see the above table): Select (**S**), Extract (**E**), Print (**P**) or Restore* (**R**) (for example see SCREEN D).
- Press **Enter**.

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

SCREEN D

The first two (2) of pages of a report may contain asterisks. To move past the asterisks, press the **F12** key twice to move forward to the top of the report (for example see SCREEN E).

SCREEN E

```
PF 1/13 HELP-COMMAND ==>  _
REPORT NAME-> DMAR054      FORM-> ARBM    LINES-> 8459     PAGES-> 265
S.F.    23     S.P.    01   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 RET-DR-G                    0.00            0.00         170,456.11           0.00          170,456.11-   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 (for example see SCREEN F).
- Type "**E**" for Extract in the Action column to the left of the report to be printed
- Press **Enter**.

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
  E     DNPP24             ZYD1 04/01/2016 20.32 05/01/16       4       128  0  0 ERROR REPORT
```

The Single Extract Menu (1) screen will display (for example see 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 (for example see 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 and update if necessary. Types "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)
PGMR NAME   ==> 'JUSTICE, COMM'           CLASS FOR LOG ==> *
DEST        ==> PJACVWN    FORM   ==> STD   OUTPUT CLASS  ==> A  FCB  ==>
WRITER NAME ==>            COPIES ==>                            UCS  ==>
OUTPUT REFERENCES ==>         /         /         /
PRINT FORMAT (REP/SEP) ==>         /
HEADER LINES                        SEPARATOR NUMBER
   1 ==> **** DEPT 2100 *********      USER (TOP/BOT)  ==> 1  / 0
   2 ==> NONA MCCALL                   REPORT (TOP/BOT) ==> 0  / 0
   3 ==>                               WITH PACKET INDEX   ==> Y
   4 ==> JAC 2100                      DELETE AFTER EXTRACT ==> N
   5 ==> ***********************
LASER PRINTER     -----> NONE
```

The Print/Extract Result screen will appear stating the print request was completed (for example see 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 to return to the prior screen and to exit, which returns the user to the application screen.
PF5	F5	Repeats previous command.
PF6	F6	Moves to the top of the PRIOR PAGE **in Displayed Report View only.**
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 NEXT PAGE **in Displayed Report View only.**
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 COMMAND field **in Displayed Report View** "**F**" and a space then info then press **Enter** to find item. Example - type **F "Grant Total"** with quotes and RDS will find the exact matching occurrences in the report.

ATTACHMENT B

The commonly used FLAIR Accounting Reports available in the RDS are shown below. If there is a report you need that isn't shown below, please contact the RDS Administrator who can search other for other available reports.

Frequency of reports: Most reports are created monthly but they can be set up for daily if needed by your office.

Report (Program) Name	Report Title	Description
DMAR01	Trial Balance	Financial "picture" of the agency books at a point in time. May have two reports: operations and due process.
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. If there is a unique ORG that tracks a project, this report will show the project's cash on hand, expenditures and revenue if all entries recorded to the ORG.
DMAR053	Schedule of Allotment Balances - Level 3	Includes allotments minus expenditures and remaining balances by category at the level 3.
DMAR054	Schedule of Allotment Balances Level 4	Includes allotments minus expenditures and remaining balances by category at the level 4- Due Process Expenditures.
DMAR055	Schedule of Allotment Balances Level 5	Includes allotments minus expenditures and remaining balances by category at the level 5. If there is a unique ORG that tracks a project, this report will show the project's year to expenditures.
DTHR04	Merged Detail Journal by Fund	Details of every transaction, including both the input entry and the automated offset entry. May have two reports: operations and due process.
DTHR02	Expenditure Detail by Vendor	Alphabetic listing of vendor payments

FLAIR Payroll Reports available in the RDS are shown below.

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
PJAJSDID-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