Chapter 5 - Reports

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Chapter 5 - Reports

Reports Overview

AFS includes many standard reports that contain information most likely to be required by all governments. In addition to these standard reports, each installation can write its own customized reports using any report generator. Any information stored in the master tables or in any of the ledgers is available for reporting purposes.

Most reports can be requested at any time from the OIS System Administrator. Many are considered part of specific processing sequence and are generally not requested at random. The *ISIS/AFS Reports Manual* indicates which reports are available in AFS and how each is used.

Request a report from OIS System Administration by using the report ID. In some cases, you also have to supply parameters for the report.

Reports - Issues & Concepts

Report parameters tailor the report to your specifications. They generally define a date range that you want to report on. For example, you can request a report for the entire year, the past quarter or the past accounting period.

Report Parameters

There are two ways that report parameters are handled in AFS.

1. For scheduled reports, OIS System Administration will update the AFS Dates Table with the correct report parameters prior to job execution.

2. For requested reports, the user must call the OIS Help Desk at (504) 342-2677 and request that a report be produced. The requester will identify the report by report identification number and report name. For example, the report identification number for the Fund Structure Report is 5G18.

    The Help Desk may request that the caller provide the data parameters such as the Budget Fiscal Year and/or the From Date and To Date.

Specifying a Date Range

When the parameters are specifying a date range (usually using the FROM DATE and TO DATE parameters), the following rules apply:

1. The dates provided are inclusive. For example, if July 1 is the FROM DATE and July 31 is the TO DATE, the report will include transactions from July 1 and July 31, as well as all the dates in between.

2. To specify a single day, make the FROM DATE and the TO DATE equal.

3. Open-ended selection is permitted by leaving the FROM DATE or the TO DATE blank. For example, if the FROM DATE is blank, transactions are selected with dates less than or equal to the TO DATE. If both parameters are blank, all transactions are selected.

   Date selection is usually based on transaction date, which is the DATE-OF-RECORD field in the ledgers.

   For all of the above dates, use YYMMDD format.

ISIS/AFS Reports Manual

The *ISIS/AFS Reports Manual* contains general and field-by-field descriptions of each report, information about its parameters, and a sample page of the report. Reports in the manual are divided into sections based on their frequency: daily, monthly, quarterly, yearly, or on request.