

IFS 2004 Year-End Seminar Report Model

What is a Report Model? A way of grouping G/L information by the object number of the account number.

Select menu option 1110 from the main menu.

```

6/02/2000      Integrated Financial System      IFX00 1
14:36:20              Main Menu              LLHUBERT

█_____ :Select                      Position to: _____

Option  Activity      Function
 1010  G/L Maint      Work with System Control File
 1030  G/L Maint      Work with Elements File
 1050  G/L Maint      Work with Chart of Accounts File
 1070  G/L Maint      Work with Distribution Formulas
 1090  G/L Maint      Work with Range Control File
 1110  G/L Maint      Work with Report Model File
 1130  G/L Maint      Work with Fund/Dept Security File
 1150  G/L Maint      Work with Authorization File
 1170  G/L Maint      CSIS/IFS Account Cross-Reference
 1190  G/L Maint      Work with Sys Cont File-unprotected

 2010  Budget          Work with Budget Information

F3=Exit  F5=Refresh  F12=Cancel                                More...
```

You will see a list of report models on the system.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER *****      IFGR1  1
6/02/2000 14:39:17      Work with Report Models      QPADEV001G

                                Level 0                                Pos: █_____

Type options, press Enter.
 2=Change 3=Copy 4=Delete 5=Display 6=Print X=Expand

Opt No.  Description
-      1  REPORT MODEL NUMBER 01
-      2  REPORT MODEL NUMBER 02
-      3  REPORT MODEL NUMBER 03
-      5  TEST FOR CARLTON COUNTY
-     20  REPORT MODEL NUMBER 20
-     21  REPORT MODEL NUMBER 21
-     30  ROSEAU CNTY BALANCE SHEET
-     45  REPORT MODEL NUMBER 45
-     52  REPORT MODEL NUMBER 52
-     53  REPORT MODEL NUMBER 53
-     54  REPORT MODEL NUMBER 54
-     55  REPORT MODEL NUMBER 55
-     56  REPORT MODEL NUMBER 56

F3=Exit  F5=Refresh  F6=ADD  F21=Print                                More...
```

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Adding a Report Model

While you are in the Work with Report Models program (previous screen), press the F6 key to create a new report model. Enter the report model number and a model description.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFGR1  2
6/06/2000  12:09:27          Work with Report Models          QPADEV001D

Report Model Number . . . . . 10
Model Description . . . . . REVENUE/EXPENDITURE REPORT MODEL

F3=Exit  F12=Cancel

```

Start adding levels to the report model.

Once you have added the report model to the system. Enter a '2' next to the report model that you would like to work with.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFGR1  1
6/06/2000  12:14:12          Work with Report Models          QPADEV001D

                                Level 0                          Pos:  _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.      Description
  2  10  REVENUE/EXPENDITURE REPORT MODEL
  20 20  REPORT MODEL NUMBER 20
  21 21  REPORT MODEL NUMBER 21
  30 30  ROSEAU CNTY BALANCE SHEET
  45 45  REPORT MODEL NUMBER 45
  52 52  REPORT MODEL NUMBER 52
  53 53  REPORT MODEL NUMBER 53
  54 54  REPORT MODEL NUMBER 54
  55 55  REPORT MODEL NUMBER 55
  56 56  REPORT MODEL NUMBER 56
  57 57  REPORT MODEL NUMBER 57
  58 58  REPORT MODEL NUMBER 58
  59 59  REPORT MODEL NUMBER 59

More...

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

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You will then see the following screen. Press F6 to add to the next level.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER *****   IFGR2   1
6/06/2000 12:19:17      Work with Report Models      QPADEV001D

Level   Seq# From/To   Description
0       10 - REVENUE/EXPENDITURE REPORT MODEL

                                Level 1                                Pos: █

Type options, press Enter.
  2=Change  4=Delete  5=Display  6=Print  X=Expand

Opt   Seq  From/To   Description                                Suppress
                                           Summary

                                           Bottom

F3=Exit  F5=Refresh  F6=ADD  F12=Previous  F14=Resequence

```

You can then add the first level of information for the report model.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER *****   IFGR2   2
11/17/2000          Work with Report Models      QPADEV001G

Sequence Number . . . . . 10
Object Element No Fr . . . . > ____
Object Element No To . . . . > ____
Description . . . . . REVENUES█
Suppress Summary . . . . . > _ (S or Blank)

F3=Exit  F4=Prompt  F12=Cancel

```

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You are now at level 2. Press the F6 key to add information at this level.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFGR8  1
11/17/2000 14:29:25      Work with Report Models      QPADEV001G

Level   Seq# From/To   Description                               Supp. Sum
0       10 - REVENUE/EXPENDITURE REPORT MODEL
1       10 REVENUES

                                Level 2                               Pos: █

Type options, press Enter.
  2=Change  4=Delete  5=Display  6=Print  X=Expand

Opt   Seq From/To   Description                               Suppress
                                           Summary

                                           Bottom

F3=Exit  F4=Prompt  F5=Refresh  F6=ADD  F12=Previous  F14=Resequenece

```

You have then entered level one information.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFGR2  1
11/17/2000 14:21:39      Work with Report Models      QPADEV001G

Level   Seq# From/To   Description                               Supp. Sum
0       10 - REVENUE/EXPENDITURE REPORT MODEL

                                Level 1                               Pos: █

Type options, press Enter.
  2=Change  4=Delete  5=Display  6=Print  X=Expand

Opt   Seq From/To   Description                               Suppress
                                           Summary
-     10 REVENUES

                                           Bottom

F3=Exit  F5=Refresh  F6=ADD  F12=Previous  F14=Resequenece

```

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Enter a '2' by the item that you would like to work with.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER *****   IFGR2  1
11/17/2000  14:23:25      Work with Report Models      QPADEV001G

Level   Seq# From/To   Description
0       10 - REVENUE/EXPENDITURE REPORT MODEL

                                Level 1                                Pos: _____
Type options, press Enter.
  2=Change  4=Delete  5=Display  6=Print  X=Expand

Opt   Seq  From/To  Description          Suppress
 2    10          REVENUES             Summary
█    20          EXPENDITURES

                                Bottom

F3=Exit  F5=Refresh  F6=ADD  F12=Previous  F14=Resequence

```

Once you get to the last level of detail that you would like, enter the object from and through range and all other information.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER *****   IFGR9  2
6/06/2000          Work with Report Models      QPADEV001D

Sequence Number . . . . . 10
Object Element No Fr . . . . > 5001
Object Element No To . . . . > 5199
Description . . . . . PROPERTY TAXES - CURRENT█
Suppress Summary . . . . . > _ (S or Blank)

F3=Exit  F4=Prompt  F12=Cancel

```

IFS 2004 Year-End Seminar Report Model

The information is added at this point. Press the F6=Add to add any more from and through ranges at this level.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFGR8 1
11/17/2000 14:34:40          Work with Report Models          QPADEV001G

Level   Seq# From/To   Description                               Supp. Sum
0       10 - - - - -    10 - REVENUE/EXPENDITURE REPORT MODEL
1       10 - - - - -    REVENUES - - - - -

                                Level 2                               Pos: █

Type options, press Enter.
  2=Change  4=Delete  5=Display  6=Print  X=Expand

Opt   Seq  From/To  Description                               Suppress
-     10  5001 5199  PROPERTY TAXES - CURRENT                  Summary

                                                                 Bottom
F3=Exit  F4=Prompt  F5=Refresh  F6=ADD  F12=Previous  F14=Resequenece

```

The following screen shows all the ranges added under the Revenue section of the report model.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFGR8 1
11/17/2000 14:39:51          Work with Report Models          QPADEV001G

Level   Seq# From/To   Description                               Supp. Sum
0       10 - - - - -    10 - REVENUE/EXPENDITURE REPORT MODEL
1       10 - - - - -    REVENUES █ - - - - -

                                Level 2                               Pos: _____

Type options, press Enter.
  2=Change  4=Delete  5=Display  6=Print  X=Expand

Opt   Seq  From/To  Description                               Suppress
-     10  5001 5199  PROPERTY TAXES - CURRENT                  Summary
-     20  5200 5203  HOMESTEAD AND AG CREDIT
-     30  5204 5204  AG CREDIT
-     40  5205 5205  STATE SHARED-ST ACQRD LAND RENTAL IMCM
-     50  5206 5206  STATE SHARED-REVENUE HUNTING GROUNDS
-     60  5207 5207  DISPARITY AID
-     70  5208 5999  STATE SHARED-RED LAKE FUNDING

                                                                 Bottom
F3=Exit  F4=Prompt  F5=Refresh  F6=ADD  F12=Previous  F14=Resequenece

```

IFS 2004 Year-End Seminar Report Model**Changing a Report Model**

Enter a '2' next to the report model that you are changing.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFGR1  1
6/07/2000  7:51:44      Work with Report Models      QPADEV000Y

                                Level 0                                Pos:  _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.   Description
-         1 REPORT MODEL NUMBER 01
-         2 REPORT MODEL NUMBER 02
-         3 REPORT MODEL NUMBER 03
-         5 TEST FOR CARLTON COUNTY
  2        10 REVENUE/EXPENDITURE REPORT MODEL
  █        20 REPORT MODEL NUMBER 20
-         21 REPORT MODEL NUMBER 21
-         30 ROSEAU CNTY BALANCE SHEET
-         45 REPORT MODEL NUMBER 45
-         52 REPORT MODEL NUMBER 52
-         53 REPORT MODEL NUMBER 53
-         54 REPORT MODEL NUMBER 54
-         55 REPORT MODEL NUMBER 55

                                                                More...

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

Enter '2' next to the item that you would like to change, until you get to the level that you would like to work with.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFGR2  1
11/17/2000  14:36:29      Work with Report Models      QPADEV001G

Level      Seq# From/To      Description
0          10 - REVENUE/EXPENDITURE REPORT MODEL _____

                                Level 1                                Pos:  _____

Type options, press Enter.
  2=Change  4=Delete  5=Display  6=Print  X=Expand

Opt  Seq  From/To  Description  Suppress
  2   10           REVENUES    Summary
  █   20           EXPENDITURES

                                                                Bottom

F3=Exit  F5=Refresh  F6=ADD  F12=Previous  F14=Resequence

```

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You need to move your cursor up to the fields that you would like to change and make the changes.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFGR8 1
11/17/2000 14:39:51          Work with Report Models          QPADEV001G

Level   Seq# From/To   Description                               Supp. Sum
0       10          10 - REVENUE/EXPENDITURE REPORT MODEL
1       10          REVENUES-CHANGED DESCRIPTION

Level 2                               Pos: _____

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Print X=Expand

Opt   Seq From/To   Description                               Suppress
-     10 5001 5199  PROPERTY TAXES - CURRENT                 Summary
-     20 5200 5203  HOMESTEAD AND AG CREDIT
-     30 5204 5204  AG CREDIT
-     40 5205 5205  STATE SHARED-ST ACQRD LAND RENTAL IMCM
-     50 5206 5206  STATE SHARED-REVENUE HUNTING GROUNDS
-     60 5207 5207  DISPARITY AID
-     70 5208 5999  STATE SHARED-RED LAKE FUNDING

Bottom

F3=Exit F4=Prompt F5=Refresh F6=ADD F12=Previous F14=Resequence

```

Copy a Report Model

Enter a '3' next to the report model that you are copying.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFGR1 1
6/08/2000 8:23:52          Work with Report Models          QPADEV0017

Level 0                               Pos: _____

Type options, press Enter.
2=Change 3=Copy 4=Delete 5=Display 6=Print X=Expand

Opt No.   Description
-     1 REPORT MODEL NUMBER 01
-     2 REPORT MODEL NUMBER 02
-     3 REPORT MODEL NUMBER 03
-     5 TEST FOR CARLTON COUNTY
3     10 REVENUE/EXPENDITURE REPORT MODEL
█    20 REPORT MODEL NUMBER 20
-    21 REPORT MODEL NUMBER 21
-    30 ROSEAU CNTY BALANCE SHEET
-    45 REPORT MODEL NUMBER 45
-    52 REPORT MODEL NUMBER 52
-    53 REPORT MODEL NUMBER 53
-    54 REPORT MODEL NUMBER 54
-    55 REPORT MODEL NUMBER 55

More...

F3=Exit F5=Refresh F6=ADD F21=Print

```

IFS 2004 Year-End Seminar Report Model

The report model number can not be used more than once on the system, so that will need to be changed. You are not required to change the model description.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFGR1  2
6/08/2000  8:23:52          Work with Report Models          QPADEV0017

Report Model Number . . . . . 11
Model Description . . . . . COPIED REVENUE/EXPENDITURE REPORT MODEL

F3=Exit  F12=Cancel

```

The report model has then been copied, renumbered and renamed. You can go ahead and work with this report model just like any other on the system.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFGR1  1
6/08/2000  10:53:41          Work with Report Models          QPADEV0017

Level 0                      Pos: █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.   Description
-         1 REPORT MODEL NUMBER 01
-         2 REPORT MODEL NUMBER 02
-         3 REPORT MODEL NUMBER 03
-         5 TEST FOR CARLTON COUNTY
-        10 REVENUE/EXPENDITURE REPORT MODEL
-        11 COPIED REVENUE/EXPENDITURE REPORT MODEL
-        20 REPORT MODEL NUMBER 20
-        21 REPORT MODEL NUMBER 21
-        30 ROSEAU CNTY BALANCE SHEET
-        45 REPORT MODEL NUMBER 45
-        52 REPORT MODEL NUMBER 52
-        53 REPORT MODEL NUMBER 53
-        54 REPORT MODEL NUMBER 54

More...

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

IFS 2004 Year-End Seminar Report Model**Deleting a Report Model**

Enter a '4' next to the report model that you are deleting.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFGR1  1
6/08/2000  10:53:41      Work with Report Models      QPADEV0017

                                Level 0                                Pos:  _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.   Description
-         1  REPORT MODEL NUMBER 01
-         2  REPORT MODEL NUMBER 02
-         3  REPORT MODEL NUMBER 03
-         5  TEST FOR CARLTON COUNTY
-        10  REVENUE/EXPENDITURE REPORT MODEL
  4        11  COPIED REVENUE/EXPENDITURE REPORT MODEL
█         20  REPORT MODEL NUMBER 20
-         21  REPORT MODEL NUMBER 21
-         30  ROSEAU CNTY BALANCE SHEET
-         45  REPORT MODEL NUMBER 45
-         52  REPORT MODEL NUMBER 52
-         53  REPORT MODEL NUMBER 53
-         54  REPORT MODEL NUMBER 54

                                                                More...

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

You will then get a confirmation screen. If you do not want to delete the report model at this point, press F12 to cancel the delete option. Press enter to delete the report model.

```

Mode: DELETE      ***** HUMAN SERVICES IFS USER ***** IFGR1  1
06082000  105341      Work with Report Models      QPADEV0017

** WARNING ** Pressing enter to confirm your choices for deletion
will also delete all associated detail.
Press F12 to return to change your choices

Opt No.   Description
         11  COPIED REVENUE/EXPENDITURE REPORT MODEL

F3=Exit                                F12=Cancel

```

IFS 2004 Year-End Seminar Report Model

You will see that the item that you selected to delete has been removed from the system.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER *****   IFGR1  1
6/08/2000  10:53:41      Work with Report Models      QPADEV0017

                                Level 0                                Pos:  █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.   Description
-         1  REPORT MODEL NUMBER 01
-         2  REPORT MODEL NUMBER 02
-         3  REPORT MODEL NUMBER 03
-         5  TEST FOR CARLTON COUNTY
-        10  REVENUE/EXPENDITURE REPORT MODEL
-        20  REPORT MODEL NUMBER 20
-        21  REPORT MODEL NUMBER 21
-        30  ROSEAU CNTY BALANCE SHEET
-        45  REPORT MODEL NUMBER 45
-        52  REPORT MODEL NUMBER 52
-        53  REPORT MODEL NUMBER 53
-        54  REPORT MODEL NUMBER 54
-        55  REPORT MODEL NUMBER 55

                                                More...

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

Printing a Report Model

There are three types of reports that can be used for printing in the report model format. Which type of report model to use depends on what type of information that you are looking for, and how you set up your report model. The following are the types of report model reports currently on the system: 1) Budget Report by Model menu option 2030. 2) R/M Balance Sheet menu option 3130. 3) R/M Stmt of Revenue and Expenditure menu option 3150. The report model we have chosen to use for this example relates to revenue and expenditure. Therefore, we will print the R/M Stmt of Revenue and Expenditure report. When you select the menu option 3150 you will see the following screen. Enter the information required and press F11 to run the report.

```

Mode: UPDATE      ***** HUMAN SERVICES IFS USER *****   IFG64  1
10/16/2000  11:53:05      Rev/Expend Report Model      QPADEV001D

As of Date. . . . . 12/1998
Report Model Number . . . . > 5
Element to Report By. . . . 0 0 COMBINED
                             1 FUND      2 DEPT      3 PROGRAM
                             4 SERVICE
Type of Report. . . . . > 1 1-Statement of Revenues and Expenditures
                             2-Stmt of Rev and Exp w/ Changes to Balance
                             3-Quarterly Stmt of Revenue and Expenditures
Budget for the Report . . . > CARLTON COUNTY TEST BUDGET
Save Report Options. . . . > N (Y/N)

F3=Exit  F4=Prompt  F11=Run Report  F16=Spec Elem  F17=Run Inst

```

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Expanding a Report Model

To display the layout of a report model that you have set up you can place an 'X' next to the report model that you are working with and press enter.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFGR1  1
10/30/2003  8:31:51                Work with Report Models          QPADEV0000

                                Level 0                                Pos:  _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.   Description
X  10  REVENUE/EXPENDITURE REPORT MODEL
█  11  TEST RM/ STATEMENT OF REVENUES/ EXPENDTD.
-  12  TEST 5101-5112,5115-5899,6105-6135
-  15  MODEL 15 REV/EXP
-  16  MODEL 16 REV/EXP
-  20  EXPENDITURES REPORT MODEL - 20
-  21  EXPENDITURES BY RANGE CONTROL
-  45  REPORT MODEL NUMBER 45
-  52  REPORT MODEL NUMBER 52
-  53  REPORT MODEL NUMBER 53
-  54  REPORT MODEL NUMBER 54
-  55  REPORT MODEL NUMBER 55
-  56  REPORT MODEL NUMBER 56

More...

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

You will see the levels and the sequences you have set up within this particular report model.

```

Mode: EXPAND      ***** COUNTY AUDITOR IFS USER ***** IFGR6  1
10/30/2003  9:14:52                Report Model File          QPADEV0000

<-Level-> Seq#   From To      Description      Supp.
0          Object Object      Description      Summ.
0          10      10 - REVENUE/EXPENDITURE REPORT MODEL
1          10      REVENUES
2          10 5001 5199 PROPERTY TAXES - CURRENT
2          20 5200 5203 HOMESTEAD AND AG CREDIT
2          30 5204 5204 AG CREDIT
2          40 5205 5205 STATE SHARED-ST ACQRD LAND RENTAL IMCM
2          50 5206 5206 STATE SHARED-REVENUE HUNTING GROUNDS
2          60 5207 5207 DISPARITY AID
2          70 5208 5999 STATE SHARED-RED LAKE FUNDING
1          20      EXPENDITURES

Bottom

F3=Exit  F12=Previous

```