

**IFS 2005 Year-End Seminar Report Stacking**

Select menu option 3250 to work with the G/L and Budget stacked reports.

```

11/02/1999    Integrated Financial System    IFX00 1
11:28:08                Main Menu                LLHUBERT

█_____ :Select                Position to: _____

Option  Activity      Function
 3070  G/L Report  Revenues & Expend by Prog,Dept,Fund
 3090  G/L Report  Revenues/Expenditures by Function
 3110  G/L Report  Revenue/Expenditure Guideline
 3130  G/L Report  R/M - Balance Sheet
 3150  G/L Report  R/M - Stmt of Revenue & Expenditure
 3170  G/L Report  Treasurer's Cash Trial Balance
 3190  G/L Report  Trial Balance
 3250  G/L Report  Work with G/L & Budget Stacked Rpts

 3510  Inquiry    General Ledger Inquiry
 3530  Inquiry    Work with Receipts Detail
 3550  Inquiry    Work with Disbursements Detail
                                           More...

F3=Exit  F5=Refresh  F12=Cancel

```

Once into the Work with G/L & Budget Stacked Reports option you will see the stacks that you have created on the system. If you have not been into this menu option before or you have never created any stacks you will not see anything listed at this point.

```

Mode:          ***** COUNTY AUDITOR IFS USER ***** IFG25 1
11/02/1999 12:18:36    Work With G/L & Budget Stacked Rpts    QPADEV000X

Position to Stack Id . . . . . █_____

Type Options, Press Enter
2=Change 3=Copy 4=Delete 5=Display 9=Run(Submit to Batch)

Opt Stack Id  Stack Description          Owner of Stack
_  2NDQTR     FIRST QUARTER REPORTS      LLHUBERT

                                           Bottom

F3=Exit  F5=Refresh  F6=Add  F12=Previous  F17=Subsetted List

```



## IFS 2005 Year-End Seminar Report Stacking

When you get to the Add/Copy screen, you are required to enter a sequence number, which is the order that your reports will be processed in your stack. We suggest using increments of 10 for the sequence number. That way after you have created a stack, and you decide later on that you would like to add a report in between two others already in the stack, there will be sequence numbers available for you to use. The report status field is defaulted to 'I'. This field designates whether this report will be processed the next time you submit your stack to the JOBQ. There may be certain times that you do not want a report to process within a stack along with the rest of the reports. What you need to do in this case is enter a 'X' in the report status field for that particular report within the stack. The next time you run, (submit your stack to batch) all of the reports with the report status of 'X' will not be run. The next time you run them after that, you can switch the report status back to 'I' and the reports will run. The Report ID field specifies which report you would like to run. To retrieve the ID that you need for your report press the F4=Prompt key to get a list of the reports and the report ID you will need. The report description is the description that will print on page zero for this particular report within the stack. When you select the report ID, the default description for that report will be dropped into the description. This description can then be changed. For each report that you include in the stack you will be able to enter this description to further explain how the report is run.

```

Mode:                ***** HUMAN SERVICES IFS USER *****   IFG27   1
10/16/2000  15:07:19      Add/Copy G/L & Budget Rpts in Stack   QPADEV001D

Stack Id. . . . .   TRAINING
Stack Description . . . . .   EXAMPLE STACK FOR YEAR-END TRAINING

Sequence Number . . . . .   10
Report Id . . . . . > █          F4=Report Window
Report Description. . . . .   _____
Report Status . . . . . > I          I=Include, X=eXclude(Do not Run)

F3=Exit  F4=Prompt  F12=Previous

```

## IFS 2005 Year-End Seminar Report Stacking

Once in the Report ID File Lookup window, select the report by entering '1' in the select field and pressing enter.

```

Mode:                ***** HUMAN SERVICES IFS USER ***** IFG27 1
10/16/2000          IFS - Report ID File Lookup
                    Position to Option Number.....
                    1=Select
Stack Id. .         _ 2030 BUDREPMD   Budget Report by Model      GL
Stack Descri       _ 2050 ANNESTBUDG  Estimated Annual Budget Report GL
                    _ 2070 LISTBUDGET  List Budget Changes          GL
                    _ 2090 MONTOTOBJ  Monthly Totals by Object     GL
Sequence Num      _ 2110 RVEXBGDRPT  Revenues/Expenditure Budget Report GL
                    _ 2130 REVEXPBUDG  Revenues/Expend Budget Report - QTD GL
                    _ 2150 USRBDGRPTS  User-Selected Budget Report  GL
Report Id .       F12=Previous
Report Description. . . . . _____
Report Status . . . . . > I          I=Include, X=eXclude(Do not Run)

F3=Exit F4=Prompt F12=Previous

```

The report ID is then filled with the appropriate ID name. Press enter and you will see the options for the particular report you have chosen.

```

Mode:                ***** HUMAN SERVICES IFS USER ***** IFG27 1
10/16/2000  15:55:12  Add/Copy G/L & Budget Rpts in Stack  QPADEV001D

Stack Id. . . . . TRAINING
Stack Description . . . . . EXAMPLE STACK FOR YEAR-END TRAINING

Sequence Number . . . . . 10
Report Id . . . . . > RVEXBGDRPT  F4=Report Window
Report Description. . . . . Revenues/Expenditure CHANGED DESC
Report Status . . . . . > I          I=Include, X=eXclude(Do not Run)

F3=Exit F4=Prompt F12=Previous

```



**IFS 2005 Year-End Seminar Report Stacking****Changing a Stack**

Place a '2' next to the stack that you would like to change and press enter.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG25  1
11/02/1999 12:27:23      Work With G/L & Budget Stacked Rpts      QPADEV000X

Position to Stack Id . . . . . _____

Type Options, Press Enter
2=Change 3=Copy 4=Delete 5=Display 9=Run(Submit to Batch)

Opt Stack Id   Stack Description                               Owner of Stack
 2 TRAINING    EXAMPLE STACK FOR YEAR-END TRAINING    LLHUBERT
█ 2NDQTR      FIRST QUARTER REPORTS                 LLHUBERT

                                                                 Bottom
F3=Exit F5=Refresh F6=Add F12=Previous F17=Subsetted List
All changes have been processed - Press Enter to continue.

```

Change the description for the stack if you would like, and press enter twice.

```

Mode: UPDATE   ***** COUNTY AUDITOR IFS USER ***** IFG25  2
11/02/1999 12:27:23      Work With G/L & Budget Stacked Rpts      QPADEV000X

Type Information, Press Enter.

Stack Id. . . . . TRAINING
Stack Description . . . . . █EXAMPLE STACK FOR YEAR-END CHANGED
Stack Last Used Date. . . . . 11/02/1999
Stack Last Used Time. . . . . 12:27:23
Stack Last Used By User . . . . LLHUBERT
Stack Created By User . . . . . LLHUBERT
Stack Type. . . . . GL

F3=Exit F12=Previous

```





**IFS 2005 Year-End Seminar Report Stacking****Run (Submit a stack to batch)**

Place a '9' next to the stack that you would like to run (submit to batch).

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG25  1
11/02/1999 13:53:27      Work With G/L & Budget Stacked Rpts      QPADEV000X

Position to Stack Id . . . . . _____

Type Options, Press Enter
2=Change 3=Copy 4=Delete 5=Display 9=Run(Submit to Batch)

Opt Stack Id  Stack Description          Owner of Stack
 9 TRAINING   EXAMPLE STACK FOR YEAR-END CHANGED    LLHUBERT
█ 2NDQTR     FIRST QUARTER REPORTS                LLHUBERT

                                           Bottom

F3=Exit F5=Refresh F6=Add F12=Previous F17=Subsetting List

```

The options screen for running a stack of reports looks like this. You are required to fill in all dates (As of, Specific, G/L) whether your reports use them or not. When all the information is filled in, press the F11=Run in Batch key to submit your reports to batch.

```

Mode:      ***** COUNTY AUDITOR IFS USER ***** IFG29  1
9/22/2005 9:40:17      Run a Stack of G/L & Budget Rpts      QPADEV000C

Stack Id. . . . . TRAINING
Stack Description . . . . . EXAMPLE STACK FOR YEAR-END CHANGED

Values must be entered in all DATE fields

As of Date. . . . . 12/2004
                      MMYYYY

Specific
Dates (MMDDYYYY)          G/L Months
From █1/01/2004 Thru 12/31/2004      From 1/2004 Thru 12/2004

Budget for Reports. . . . > 2004 BUDGET

Hold Spooled File . . . . > N (Y=Yes, N=No)

Delay Run . . . . . > N (Y/N, N = Run ASAP)
                      If Delay Run = Yes, Date to Run _____ (MMDDYYYY)
                      Time to run _____ 24 Hr Clock

F3=Exit F4=Prompt F11=Run in Batch F12=Previous

```





**IFS 2005 Year-End Seminar Report Stacking**

You will see a confirmation screen for deleting the stack. Press enter to go ahead with deleting the stack, or press F12 to cancel the deletion.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG25  1
11021999  135327      Work With G/L & Budget Stacked Rpts      QPADEV000X

Press Enter to confirm your choices for Delete.
Press F12 to return to change your choices

Opt Stack Id      Stack Description              Owner of Stack
  TRAINING        EXAMPLE STACK FOR YEAR-END CHANGED  LLHUBERT

F3=Exit                      F12=Cancel

```

By pressing enter you can see the stack is then deleted.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG25  1
11/02/1999  13:53:27      Work With G/L & Budget Stacked Rpts      QPADEV000X

Position to Stack Id . . . . . █

Type Options, Press Enter
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