

BA1009 – Budget Development Report Definition Table

The Budget Development Report Definition Table defines the report formats used within the budget development process.

The Budget Development Report Definition Table consists of six screens which define Budget Development Report (BA1113). Multiple report formats may be established. You can select the format you want when the report is produced.

The first screen is accessed through the menu; the additional five screens are accessed by pressing F6 (Next Screen) or Enter.

Note: It is recommended you view or generate a sample report when you create or modify a report definition. This is because the majority of errors cannot be detected until the report definition is compiled or completed.

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Budget Development Report Definition Table - Initial Screen

This is an optional table with user-defined codes.

The Budget Development Report Definition Table – Initial screen is the first of six screens that update the Budget Development Report Definition Table. This screen assigns attributes to the Budget Development Report (BA1113) such as a report title, width, and total options.

Screen BA1009 updates the Budget Development Report Definition Table.

User Function Keys

F1	REFRESH	Redisplays the Budget Development Report Definition Table - Initial screen.
F2	ADD	Adds a new report definition.
F3	CHANGE/ DELETE	Changes or deletes an existing report definition.
F4	INQUIRE	Displays an existing report definition.
F5	SAMPLE REPORT or NEXT SCREEN	Displays an existing report format. or Displays the next report definition screen.
F6	LIST	Lists existing report IDs and associated data.

Update Instructions

To update the table, follow the steps below:

1. In the highlighted key field, type a report ID.
2. Press the appropriate function key.
3. Type the appropriate data.
4. Press Enter or F6 (Next Screen).

Data Fields

REPORT ID (key field)	REPORT WIDTH
TITLE	REPORT TOTAL
RVSN DATE (display only)	

Budget Report Identification

Definition	Key field. A code identifying a particular budget development report format.
Length	2 characters

Report Title

Definition	A user-defined title.
Length	50 characters

Revision Date

Definition	Protected field. A date assigned by the system indicating when the current record was added or changed.
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Report Width Option

Definition	A code indicating whether a report will be in a narrow or wide format.
Length	1 character
Values	Valid codes: W Wide format with 132 characters (default). N Narrow format with 80 characters.

Report Total Indicator

Definition	A code indicating whether a report total should be displayed.
Length	1 character
Values	Valid codes: N No, do not generate a report total (default). Y Yes, generate a report total. P Print a report total on a separate page.

Budget Development Report Definition Table – Data Elements Screen

Optional table. Budget Development Report Definition Table – Data Elements screen is the second of six screens. It identifies which budget structure data elements should appear in the Budget Development Report, the sort sequence and, optionally, the selection criteria.

User Function Keys

F1	REFRESH	Redisplays the Budget Development Report Definition Table – Initial screen.
F5	PREVIOUS SCREEN	Displays the previous report definition screen.
F6	NEXT SCREEN	Displays the next report definition screen

Update Instructions

To update the table, follow the steps below:

1. In the highlighted fields, type data.
2. Press Enter or F6 (Next Screen).

Data Fields

DATA ELEMENT (display only)	SELECT OPTION
SORT SEQUENCE	

Data Element Name

Definition	Display only. A field identifying the budget structure data element or elements available for budget development reporting.
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Sort Field (Sort Sequence)

Definition	<p>A field identifying the order in which selected data elements will appear in the Budget Development Report. The sort sequence range is 01 through 99, where 01 is the highest sort sequence and 99 is the lowest sort sequence. The same sort sequence can be used for multiple data elements.</p> <p>For example, if PRG INDX and ORG INDX have the same sort sequence, then the combined data element PRG/ORG INDX will be generated.</p> <p>Sort sequences 01-49 display only the first occurrence of a data element value (suppressing repeating values). Sort sequences 50-99 display all occurrences of a data element value.</p> <p>Note: At least one sort sequence field is required.</p>
Length	2 digits

Selection Option

Definition	An optional field indicating whether selection criteria is required for the budget structure data element.
Length	2 characters
Values	Valid codes: EQ Equal to NE Not equal to LT Less than LE Less than or equal to GT Greater than GE Greater than or equal to

Budget Development Report Definition Table – Options Screen

Optional table. The Budget Development Report Definition Table – Options screen is the third of six screens. It identifies columnar headings, data element titles, and totals.

User Function Keys

F1	REFRESH	Redisplays the Budget Development Report Definition Table – Initial screen.
F5	PREVIOUS SCREEN	Displays the previous report definition screen.
F6	NEXT SCREEN	Displays the next report definition screen.

Update Instructions

To update the table, follow the steps below:

1. In the highlighted fields, type data.
2. Press Enter or F6 (Next Screen).

Data Fields

SORT SEQUENCE	TITLE OPTION
DATA ELEMENT	TOTAL OPTION
HEADING OPTION	

Sort Sequence

Definition	Displayed from the Budget Development Report Definition Table – Data Elements screen.
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Data Element Name

Definition	Displayed from the Budget Development Report Definition Table – Data Elements screen. Displays only the budget structure data elements with a value in the Sort Sequence field.
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Heading Type (Heading Option)

Definition	A code indicating whether a data element heading should be generated for a report break.
Length	2 characters

Values	Valid codes: N No, do not print a data element heading (default). PB Generate a new page with data element headings whenever the data element value changes. SH Print a subheading whenever the data element value changes. BL Generate a blank line whenever the data element value changes.
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Title Option

Definition	A code indicating whether a title for a selected budget structure data element should be extracted from the appropriate control table.
Length	1 character
Values	Valid codes: N No, do not display a title (default). Y Yes, display a title. T Display only the data element title; suppress the data element value. S Suppress both the data element value and the associated title.

Total Option

Definition	A code indicating whether a total line should be generated for a budget structure data element.
Length	1 character
Values	Valid codes: N No, do not generate a total line (default). Y Yes, generate a total line. T Generate a total line using the data element title. V Generate a total line using the data element value. BY Generate a blank line followed by a total line. BT Generate a blank line followed by a total line using the data element title. BV Generate a blank line followed by a total line using the data element value. Note: Only one set of options is available per Sort Sequence.

Budget Development Report Definition Table – Selection Criteria

Optional table. The Budget Development Report Definition Table – Selection Criteria screen is the fourth of six screens. It identifies the selection values for the budget structure data elements that should appear in the Budget Development Report. This screen is displayed *only* if a value exists in one or more of the Select Option fields in the Budget Development Report Definition Table – Data Elements screen.

User Function Keys

F1	REFRESH	Redisplays the Budget Development Report Definition Table – Initial screen.
F5	PREVIOUS SCREEN	Displays the previous report definition screen.
F6	NEXT SCREEN	Displays the next report definition screen.

Update Instructions

To update the table, follow the steps below:

1. In the highlighted fields, type data.
2. Press Enter or F6 (Next Screen).

Data Fields

DATA ELEMENT	SELECTION VALUE
SELECTION	

Data Element Name

Definition	Displayed from the Budget Development Report Definition Table – Data Elements screen. Displays only the budget structure data elements with a value in the Select Option field.
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Selection Option

Definition	Displayed from the Select Option field in the Budget Development Report Definition Table – Data Element screen.
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Selection Value

Definition	<p>A field identifying the specific budget structure data element values that will appear in the Budget Development Report.</p> <p>The Selection Value field can contain individual values separated by a comma (,), a range of values separated by a colon (:), or any combination of the two. A value also can contain a wildcard (?) or be enclosed in quotes (" ").</p> <p>If a value contains leading or trailing spaces, the spaces are removed if the value is</p>
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not enclosed within quotes.

If the selection criteria for the budget structure data element is to be specified when scheduling the report (for example: not embedded in the report definition), a value of \$LINE1 must be typed in the Selection Value field. A maximum of five data elements can be specified with \$LINE_n (n = 1-5).

The following are examples of Selection Value field entries:

Data Element	Selection	Value
FUND	EQ	001,14?,524
PRG INDX	NE	300:500,787
SRC	NE	" "
SOBJ	GE	\$LINE1

Length 60 characters

Budget Development Report Definition Table – Data Source

Optional table. The Budget Development Report Definition Table – Data Source screen is the fifth of six screens. It identifies the budget development columns and optional columnar headings that should appear on the Budget Development Report.

Note: If no report column heading is specified, the default is the column heading and field title from the Budget Development Configuration Table (BA1006).

User Function Keys

F1	REFRESH	Redisplays the Budget Development Report Definition Table – Initial screen.
F5	PREVIOUS SCREEN	Displays the previous report definition screen.
F6	NEXT SCREEN	Displays the next report definition screen.

Update Instructions

To update the table, follow the steps below:

1. In the highlighted fields, type data.
2. Press Enter or F6 (Next Screen).

Data Fields

REPORT COLUMN 1-8 (display only)	REPORT COLUMN HEADING
DATA SOURCE 1	SUPPRESS
DATA SOURCE 2	BUDGET DEVELOPMENT COLUMN 1-10 (display only)
FUNCTION	

Report Column 1-8

Definition	Display only. Identifies the eight available columns defined in the Budget Development Report.
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Budget Report Column 1 (Data Source 1)

Definition	A field identifying the first data source to appear in the specified report column. It can either be a positive number indicating a budget development column, or a negative number indicating another report column (for use in computations).
Length	2 digits

Budget Report Column 2 (Data Source 2)

Definition	A field identifying the second data source to appear in the specified report column. If specified, the two columns will be used in the computation indicated by the function field. It can either be a positive number indicating a budget development column, or a negative number indicating another report column (for use in
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	computations). Note: If neither data source field is specified, a report column will appear with no (blank) amounts.
Length	2 digits

Budget Report Function

Definition	Required field if both data source fields contain a value. A field identifying the function that will be performed on the two data source columns.												
Length	1 character												
Values	Valid codes: A Add the first and second data source fields. S Subtract the second data source field from the first data source field. P Compute the percentage of the first data source field in relation to the second data source field. For example: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">DATA SRC1</th> <th style="text-align: left;">DATA SRC2</th> <th style="text-align: left;">FUNCTION</th> <th></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>03</td> <td>A</td> <td>Add budget development columns one and three together.</td> </tr> <tr> <td>-1</td> <td>04</td> <td>P</td> <td>Compute the percentage of report column one to budget development column four</td> </tr> </tbody> </table>	DATA SRC1	DATA SRC2	FUNCTION		01	03	A	Add budget development columns one and three together.	-1	04	P	Compute the percentage of report column one to budget development column four
DATA SRC1	DATA SRC2	FUNCTION											
01	03	A	Add budget development columns one and three together.										
-1	04	P	Compute the percentage of report column one to budget development column four										

Budget Report Column Headings

Definition	Two optional fields identifying the columnar headings which should appear in the Budget Development Report (BA1113). If no report column heading is specified, the default is the column heading and field title from the Budget Development Configuration Table (BA1006).
Length	10 characters

Suppress Report Column

Definition	A field indicating whether a report column should be displayed in the Budget Development Report.
Length	1 character
Values	Valid codes: N No, do not suppress the report column from displaying (default). Y Yes, suppress the report column.

Budget Report Column 1-10

Definition	Display only. Identifies the 10 budget development columns. The column titles are defined in the Budget Development Configuration Table (BA1006).
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Budget Development Report Definition Table – Comments Screen

Optional table. The Budget Development Report Definition Table – Comments screen is the sixth of six screens. It indicates whether comments attached to budget structures for a budget development column should appear in the Budget Development Report.

This screen is only valid if all data elements of the budget structure are specified with a sort sequence in the Budget Development Report Definition Table – Data Elements screen.

User Function Keys

F1	REFRESH	Redisplays the Budget Development Report Definition Table – Initial screen.
F5	PREVIOUS SCREEN	Displays the previous report definition screen.

Update Instructions

To update the table, follow the steps below:

1. In the highlighted fields, type data.
2. Press Enter.

Data Fields

DEVELOPMENT COLUMN (display only)	INCLUDE COMMENTS
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Budget Development Column

Definition	Display only. Identifies the 10 budget development columns. The column titles are defined in the Budget Development Configuration Table (BA1006).
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Budget Report Comments Indicator (Include Comments)

Definition	A field indicating whether comments attached to a budget structure for a budget development column should be displayed in the Budget Development Report.
Length	1 character
Values	Valid codes: N No, do not display comments (default). Y Yes, display comments with budget development column field title. T Display comments (text) without the budget development column field title.