

# USAS Report Programs

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## Overview

This chapter is designed to provide a brief overview of the many report programs the USAS software provides. Most of these reports can be found under the **USAS/USAS\_RPT** menu option. Below is a listing of the reports available from USAS\_RPT.

ACCSTS	Account Status Report
ACTBAL	Account Balance Report
ACTRPT	Transactions by Account Report
ALLSUM	Account Summary - All Accounts
APPLED	Account Ledger - By Appropriation
APPSUM	Account Summary - Appropriation
APPWRK	Appropriation Work Sheet
AUDITS	Audit Account Master File
BUDLED	Account Ledger - Budget Activity
BUDSUM	Account Summary - Budget
BUDWRK	Budget Work Sheet
CHECK1	Check Item Listing
CHECKS	Summary Check Payment Register
CHEKPY	Check Payment Register
EIEIO	Extended Interface for Enquiry Input and Output w/OINQ

EMISFCAT	Cash Accounts with EMIS Fund Category Field
F1099	Generate Form 1099-MISC
FINDET	Detailed Financial Listing
FINSUMM	Summary Financial Listing
FNDCASH	Summary of Cash Balances by Fund
FNDEXP	Summary of Expenditures by Fund
FNDREV	Summary of Revenue by Fund
FNDREVEEX	Report of Revenues and Expenditures by Fund
GAAP_APP	GAAP Report Listing - Appropriation Accounts
GAAP_BUD	GAAP Report Listing - Budget Accounts
GAAP_REV	GAAP Report Listing - Revenue Accounts
INVLST	Invoice List Program
OPULST	Operational Unit Code Listing
PAYABL	Account Payable Report
PODETL	Purchase Order Detail Report
POFORM	Re-create Lost or Destroyed PO Forms
POINFO	Purchase Order Information Listing Report
POSUMM	Purchase Order Summary Report
PTDRPT	Project to Date Report Listing
RCFORM	Generate Receipt Form
RECLD	Receipt Ledger Program
RECLST	Receipt Listing By Dates
REQDET	Requisition Detail Listing
REQSUM	Requisition Summary Listing
REVEDT	USAS Revision 11 Code Listing
REVLED	Account Ledger - Revenue Activity
REVSUM	Account Summary - Revenue
REVWRK	Revenue Work Sheet
SECUR	Security Profile Report
STAT_APP	APPROP accounts with Start/Stop Dates and Status
STAT_BUD	BUDGET accounts with Start/Stop Dates and Status
STAT_CASH	CASH accounts with Start/Stop Dates and Status
STAT_REV	REVENUE accounts with Start/Stop Dates and Status
SUMEXP	Summary of Expenditures
TRNLED	Transaction Ledger Program
TRANADV	Transfer and Advance Summary
USAEXP	Expenditures
USARPT	USAS Reports
USASLM	USAS List Maker
VENDOR1	Full Vendor Report

VENDOR2	Vendor Listing with FYTD Threshold
VENDORS	Vendor Listing Report
VENHIRE	Vendor New Hire Report
VENLST	Vendor Listing Program

Please note that **USARPT** is an umbrella program which contains a set of reports which are full screen formatted. This means that you can see all of the data fields prior to generating the report. To access these reports, you must first bring up USARPT and then select the option. This is similar to the way the USASCN umbrella of programs works, **Datatrieve Reports**

There are a number of datatrieve generated reports available through the **USAS/USAS\_DTR** menu program. These reports are located under three main headings which are listed as follows:

#### **USAS\_DTRAC (Account Listing Reports)**

APPHIS	Appropriation Account History Report
APPR_RCVBL	Appropriation/Receivables Report by Fund
APPSEL	Appropriation Account Report (Single-Spaced)
BUDHIS	Budget Account History Report
BUDSEL	Budget Account Report (Single-Spaced)
CHART	Chart of Accounts Listing (Budget/Revenue Accounts)
FINSUM	Summary Finance Report (Single-Spaced) W/Total Investments
FUNDSUMM	Financial Summary by Fund
NEGAPP	Negative ("Red") Appropriation Account Report
NEGBUD	Negative ("Red") Budget Account Report
OPURPT	Budget Report With OPU Specific/Range Selections
REVHIS	Revenue Account History Report
REVSEL	Revenue Account Report (Single-Spaced)

#### **USAS\_DTRMA (Management and Decision Making)**

APPOBJSEL	Appropriation Report Categorized by Object Code
BDGEXPCMP	Budget/Expenditure Comparison by Object Category by Fund/SCC
OBJSUMFNC	Summary Expenditures by Function by Object Category
OBJSUMFND	Summary Expenditures by Object Category by Fund/SCC
PCTBUD	Report - Selection by Percentage of Budget Expended
SM2EXP	SM-2 Expenditure Account Validation Report
SM2REV	SM-2 Revenue Account Validation Report

#### **USAS\_DTROT (Other (Miscellaneous) and Transaction Reports)**

CHKREG	Check Register Listing
EXPSUM	Expense Summary Report
PODET	Outstanding Purchase Order Detail Listing
POTOT	Outstanding Purchase Order (Account Summary) Report
RCPTSEL	Accounts Receivable and Deferred Revenue Tracking Report
RCPTSUM	Receipt Summary Report
VENRPT	Vendor Report With User Selection Options
VENSSN	Vendor Listing Showing SSN/EIN & YTD Vendor Activity

The USAS report programs are used in most cases to collect data from the USAS files and generate reports. There are **three basic sources** of USAS data:

- Account Master File
- Vendor Master File
- Detail Transaction Files (purchase order, invoice, check, receipt, etc.)

Each report pulls from one or more of these sources to get the data it uses. The following sections will break down the reports by the files the information is being pulled from.

In order to determine which report to use, it is frequently useful to know the source of the data being used. For example, you might use the BUDSUM report if you want budget information taken from the account file. However, if you want budget information taken from transactions, then you would use the BUDLED report.

As another example, you could check encumbrances by looking at the account file, or by looking at PO transactions.

## Account Detail Reports

The reports listed in this section draw their information from the **Account Master File** and provide information relating to cash, appropriation, budget, and revenue accounts.

### CASH ACCOUNTS

For a listing of the Cash Accounts the following reports could be run:

- **FINSUMM** - generates a cash journal of all funds. The FINSUMM summarizes several or all of the cash account amounts. The report includes beginning balances, MTD and FTD expenditures and receipts, the current fund balances, encumbrances, and unencumbered balances.
- **FINSUM** - (dtr) generates a summary financial report using one line for each cash balance record. The report is sorted by Fund/SCC. It also provides a total of all the current investments across district funds.
- **USASLM/CASHLM** - Cash Account List Maker

### APPROPRIATION ACCOUNTS

For listings and information of Appropriation Accounts the following reports can be run:

- **APPHIS** - (dtr) shows the current FYTD expendable, FYTD actual expended, and the total expenditures by appropriation account for each of the 3 prior fiscal years.
- **APPR\_RCVBL** - (dtr) shows the July 1st beginning balance, carryover encumbrance, FTD receivable, FTD appropriated, and the difference for each cash account. The report is designed to provide as an aid in comparing the appropriations to the Certificate of Available Balance amounts.
- **APPOBJSEL** - (dtr) shows the appropriation account data sorted by object. This report can be a useful management tool for financial analysis.
- **APPSEL** - (dtr) displays FYTD expendable, MTD expended, FYTD expended, current encumbrances, and unencumbered balances. The report sorts by Function and then Object.
- **APPSUM** - (USARPT) generates a summary report for one, several, or all of the appropriation accounts. The report includes the expendable amount, actual expenditures, current encumbrances, unencumbered balance, and percentage spent/encumbered.
- **APPWRK** - (USARPT) produces an appropriation account worksheet with the current year information, 3 prior year's information, along with next year's proposed information. This can be helpful in determining a new budget for the next fiscal year.
- **NEGAPP** - (dtr) produces a report identical to the APPSEL report with the exception that only accounts with a negative FYTD unencumbered balance are included.
- **OBJSUMFNC** - (dtr) produces a summary report showing expenditures by function by major object category within Fund/SCC. Report can be useful as a budget monitoring control to assist in decision-making.
- **OBJSUMFND** - (dtr) produces a summary report showing the total expenditures by Fund/SCC by major object categories. Can also be used as an aid in decision-making.
- **USASLM/APPLM** - Appropriation Account list maker

## BUDGET ACCOUNTS

For listings and information on Budget Accounts the following reports can be run:

- **BDGEXPCMP** - (dtr) produces a summary report comparing the budget vs. expenditures by Fund/SCC by major object categories.
- **BUDHIS** - (dtr) produces a report showing the budget accounts' current FYTD expendable, FYTD actual expended, as well as total expenditures for each of the 3 prior fiscal years.
- **BUDSEL** - (dtr) displays the FYTD expendable and expended, MTD expended, current encumbrances, and unencumbered balances for the budget accounts.
- **BUDSUM** - (USARPT) produces a summary report including the expendable amount, actual expenditures, current encumbrances, unencumbered balance, and the percentage spent/encumbered.
- **BUDWRK** - (USARPT) produces a budget account worksheet for a specified time period. BUDWRK is helpful in determining a new budget for the new fiscal year.
- **EXPSUM** - (dtr) generates an expenditure summary report summarizing expenditures at the fund/function/object level. EXPSUM displays FYTD expendable, actual expended, unencumbered balance, and percent expended; MTD actual expended; and YTD actual expended.
- **NEGBUD** - (dtr) shows only accounts with a negative FYTD unencumbered balance.
- **OPURPT** - (dtr) allows for the selection of accounts from a specific OPU or ranges of OPU codes.
- **PCTBUD** - (dtr) allows for the selection of accounts based on the percentage of budget expended exceeding a specified percentage.
- **SM2EXP** - (UDMS) displays the SM-2 expenditure line description, FYTD expendable, MTD and FYTD actual expenditures for accounts normally included in an SM-2 expenditure calculation.
- **SUMEXP** - breaks down expenditures by operational unit numbers.
- **USASLM/BUDLM** - Budget Account list maker.

# REVENUE ACCOUNTS

For listings and information of Revenue Accounts the following reports could be run:

- **REVHIS** - (dtr) produces a report showing current FYTD estimated receivables, FYTD actual received, as well as total receipts by revenue account for each of the 3 prior fiscal years.
- **REVSEL** - (dtr) displays FYTD receivables, MTD received, FYTD received, FYTD balance receivable, and the percentage received for revenue accounts.
- **REVSUM** - (USARPT) produces a summary report for one, several, or all of the revenue accounts displaying the receivable amount, actual receipts, balance receivable, and FYTD percent received.
- **REVWRK** - (USARPT) produces a receipt account worksheet with the current year information, 3 prior year's information, and the next year's proposed information.
- **SM2REV** - (UDMS) displays the SM-2 line description by receipt code, FYTD receivable, MTD actual receipts, and FYTD actual receipts for accounts normally included in an SM-2 revenue calculation.
- **USASLM/REVL**M - Revenue Account list maker.

# ACCOUNT TYPES COMBINED

There are also several reports available that can be run for information on a combination of accounts. These reports are as follows:

- **ALLSUM** - (USARPT) produces all of the detail and summary reports for APPSUM, BUDSUM, and REVSUM in one run.
- **CHART** - (dtr) produces a Chart of Accounts displaying each budget and revenue account along with its corresponding description.
- **FUNDSUM** - (dtr) a summarized financial report using cash, appropriation, and revenue accounts. The report displays fund, function, description, appropriation, expended, percentage expended, encumbered, and the balance. It also gives the July 1 cash balance, total MTD receipts, and the current cash balance.

# Vendor Detail Reports

The information on the reports in this section is being pulled from the Vendor Master File. These reports could be generated when searching for information on any of the vendors on the USAS system.

- **VENDOR1** - (UDMS) produces a report listing all of the vendor information that is contained in VENSCN. The report offers several sort options and the output is in the VENSCN format.
- **VENDOR2** - (UDMS) generates a listing of all vendors whose FYTD total exceeds a given threshold.
- **VENDORS** - (UDMS) generates a listing of all active vendors, inactive vendors, or both. Also offers several sort options.
- **VENHIRE** - (UDMS) generates a listing of all vendors with the new hire flag set to indicate they need reported.
- **VENLST** - generates a listing of all the active or inactive vendors in either alphabetic or vendor number order.
- **VENRPT** - (dtr) produces a listing that displays the Purchase Order Address only for each vendor.

- **VENSSN** - (dtr) produces a listing that displays only the first name and address fields, YTD activity, and the SSN/EIN for the vendor.
- **F1099** - generates all 1099's needed for reporting miscellaneous income for all vendors flagged as requiring a 1099 in the VENSCN program.
- **USASLM/VENLM** - Vendor list maker.

## Transaction Detail Reports

Reports in this section produce listings of detail on transactions such as requisitions, purchase orders, invoices, checks, receipts, and accounts receivable.

### REQUISITION REPORTS

- **REQDET** - generates a detailed listing of requisitions that have been created by either REQSCN or USASWEB and saved for future use.
- **REQSUM** - generates a summary listing of requisitions that have been created by either REQSCN or USASWEB and saved for future use.

### PURCHASE ORDER REPORTS

- **PODET** - (dtr) generates a report showing detailed outstanding purchase order items. Includes the budgetary account, item description, issue date, issue amount, invoice amount, and remaining encumbrance.
- **POFORM** - recreates purchase order forms. May be used in instances where the original is lost or damaged and a new copy needs to be printed.
- **POINFO** - (UDMS) creates a list of all information pertaining to selected purchase orders.
- **POTOT** - (dtr) produces a summary report showing the total encumbrances for each budget account. Also lists the total issue amount, invoice amount, and remaining encumbrance for each budget account.
- **PODETL** - (USARPT) produces a detailed report containing information on purchase order items.
- **POSUMM** - (USARPT) produces a summary report of purchase orders.

### INVOICE REPORTS

- **INVLST** - produces a listing of invoices. All invoices or only invoices that have not been paid can be selected.

### CHECK REPORTS

- **CHECK1** - (UDMS) creates a detailed list of check items. The report displays the check number, item number, date, vendor name, account charged, item amount, and current status.
- **CHECKS** - produces a summary check register.
- **CHEKPY** - (USARPT) produces a listing of checks which have been processed, either summary or detailed.
- **CHKREG** - (dtr) produces a check register listing only the check number, date, type, status, vendor name, amount, and status date.

# RECEIPT TRANSACTION REPORTS

- **RCFORM** - recreates receipt forms. May be used in instances where the original is lost or damaged and a new copy needs to be printed.
- **RCPTSEL** - (dtr) report containing receipt and item numbers, description, account code, date, amount, and status. The information is sorted by the first 2 characters of the description, Fund/SCC, and receipt code. This report is primarily used to track accounts receivable and deferred revenues for GAAP reporting.
- **RCPTSUM** - (dtr) produces a summary report listing the total amount of the receipt only.
- **RECLEd** - offers the ability to produce any or all of the following reports:
  - receipt transactions
  - reduction of expenditures
  - refund of receipts
  - appropriation modifications
  - budget modifications
  - fund to fund transfer
  - supply distribution
  - corrections
  - void refund of receipts
  - report of all transactions
  - report of transactions by fund/receipt
- **RECLST** - (UDMS) produces a detailed listing of receipts by date. Can be very useful for balancing daily receipts to daily bank deposits.

# COMBINED TRANSACTION REPORTS

There are also reports that can be run to display various combinations of purchase order, invoice, check, and receipt information. These reports are as follows:

- **ACCSTS** - (USARPT) this program combines both budget and revenue activity on one report. The report shows receipt, expenditure, purchase order, and invoice information. The program offers many sort selections.
- **ACTBAL** - creates an account balance report. The fiscal-to-date and month-to-date amounts on each budget and revenue account are compared with the total of the transactions on these accounts for the current fiscal year. An error will be printed if totals do not equal.
- **ACTRPT** - creates a report listing selected accounts in numerical order with the option of including detailed expenditure and receipt transactions or totals only.
- **APPLEd** - (USARPT) produces an account ledger report of budget activities by appropriation including encumbrances, expenditures, reduction of expenditures, expense distributions, and transfers.
- **BUDLEd** - (USARPT) produces an account ledger report of budget activities including encumbrances, expenditures, reduction of expenditures, expense distributions, and transfers.
- **EIEIO** - provides enquiry access to the primary master files of USAS. Enables you to retrieve data from a current account, purchase order, receipt, requisition, check, invoice, vendor, and ARF files. The contents of these enquiries can be copied to a printable file.
- **FINDET** - the detailed financial report produces a cash journal of all funds listing detailed transaction information.
- **FNDREVEX** - lists month-to-date and fiscal year-to-date activity for each selected fund. Includes beginning balance, receipts, expenditures, increase/decrease, and ending balance.
- **PAYABL** - (USARPT) generates a report listing of all accounts payable.



- **REVLED** - (USARPT) produces an account ledger report of revenue activities including receipts, refunds, and transfers.
- **TRNLED** - generates a report supplying all related encumbrance and expenditure data for any transaction, depending on the option chosen.

## ACCOUNTS RECEIVABLE REPORTS

All of the reports found in this section are generated from data entered in the ARF program and stored on the AR.IDX, ARCODE.IDX, and ARCUST.IDX files. The first six reports are found under the ARRPT program and the last four are UDMS reports.

- **ARAGE** - provides a list of account receivables with outstanding balances. These are arranged by the number of days from a given date to a prior billing date.
- **ARDETL** - creates a report detailing all billings and payments for various types of invoices per user specifications.
- **ARSTATE** - generates a statement for customers with outstanding balances.
- **ARSUMM** - generates a list of balances on various types of invoices.
- **ARTRAN** - creates a report listing the total billing and/or payment amounts for various types of invoices for one or more customers.
- **ARCVBL** - creates a report listing accounts receivable as of a user specified date (usually June 30th).
- **CUSTLST** - (UDMS) generates a list of accounts receivable customers including ARF, Vendor, Employee, and Student Customers.
- **LEDGLST** - (UDMS) generates a listing of all of the ARF ledger codes that have been created.
- **PROLST** - (UDMS) generates a listing of the ARF user profiles displaying username, real name, enter billing, enter payment, add/mod ledger, add/mod customer, add/mod receipt, and delete billing.
- **RCPTLST** - (UDMS) generates a listing of the ARF receipt codes with descriptions.

## Miscellaneous Reports

This section lists some other miscellaneous reports that can be very useful. The reports in this section give information on audit trails, as well as listings of accounts or vendors that may be deleted.

- **AUDITS** - is a report showing an "Audit Trail" of additions, deletions, and modifications while using various programs. The program offers several options that can be used when generating the report.
- **DELECT** - generates a report listing accounts that have NO current activity and may be deleted from the account file. DELECT should always be run before deleting an account. The program searches the following files:
  - ACCT
  - POAMT
  - INAMT
  - INVPAY
  - RECEIT
  - \*8 REQ
  - AR
  - EISACQ
  - ACCHIS
  - PAYACT
  - USPCURPA
  - USPFUTPA

- Batch Files
- **DELVEN** - generates a report with the vendors having no activity. Program checks all files for any activity of all vendors. Report can be used to determine whether a vendor can be deleted or not.
- **EMISFCAT** - generates a report of cash accounts that contain EMIS fund category codes.
- **FISCALCD** - generates a standardized set of fiscal year-end USAS financial reports which can be made available to registered users online via a secure web site.
- **GAAP\_APP** - generates a report of the GAAP associated fields from the appropriation accounts as found in USASCN/APPSCN.
- **GAAP\_BUD** - generates a report of the GAAP associated fields from the budget accounts as found in USASCN/BUDSCN.
- **GAAP\_REV** - generates a report of the GAAP associated fields from the revenue accounts as found in USASCN/REVSCN.
- **MONTHLYCD** - generates a standardized set of monthly USAS financial reports which can be made available to registered users online via a secure web site.
- **OPULST** - generates a report listing all valid operational unit codes and their associated Information Retrieval Numbers.
- **PTDRPT** - generates a report of the cash accounts with the Project To Date (PTD) field flagged with a "Y" to track PTD amounts.
- **SECUR** - (UDMS) generates a report listing the security profile user information and account filter data from the USASDAT/USASEC screens.
- **SM12 UDMS Reports** - several reports have been created in UDMS that generate SM2 data to match the Five Year Forecast line number format. The reports include SM12EXP, SM12EXPSUM, SM12HRVSUM, SM12HSTREV, SM12REV and SM12REVSUM.
- **TRANADV** - generates a brief summary of fiscal year-to-date amounts posted to transfer or advance accounts by Fund/SCC. This report is similar to Statement I of the 4502 report.
- **USACERT** - several reports are available from the USACERT main menu. When selected, these modules can be used for generating reports which have been available on the public domain CERTIFICATE program. They include: CERTBAL, AMDCERT, APPRES and SF5.
- **USASFF** - produces a report containing the forecast line numbers and totals.
- **USASLM/BALLM** - Monthly Balance List Maker
- **VALACT** - creates a report of invalid accounts with an explanation of why the accounts are considered invalid.
- **XREF** - generates a report listing XREF codes that have been established.

## Report Generation

This section explains some of the different functions and options that you will see when running the USARPT report programs. The Save/Recall function, Execute Function, and the use of Wildcards/Ranges will be discussed.

Bring up USARPT by entering **MENU/USARPT**. Select the BUDSUM option.

Following are the advantages of using these reports:

- You can see all of the data fields at once and change any of the entries before execution.
- You can change the default name of the report.
- You can print an options page.
- There is a wide range of selections for sorting, subtotalling, and setting a page break.
- You have the options of including or excluding accounts as well as specifying wildcards and/or a range of accounts.
- You can save different parameter settings and recall them later.

- You can execute the program now, or execute it in background now, or at a later time.

## SAVE/RECALL/RESET

The SAVE/RECALL function offers the ability to save the screen answers that were entered during the current session. When this option is chosen, the answers are saved for future report generations.

Icon

Saved Answers are not interchangeable. For example, answers saved in BUDLED cannot be called up in BUDSUM.

### SAVING

- After entering all of your selections on the screen, press the [SAVE/RECALL] function key and select "save current answers".\*
- You will be prompted for a descriptive name to save the answers under. After entering a name, the program will tell you the current answers on the screen are saved under the specified file name.

### RECALL

- After entering an USARPT program, press SAVE/RECALL and select "recall previously saved answers".
- Select the correct saveset name.

### RESET

- At any point in an USARPT program, pressing RESET will return the screen answers to a default set which was originally defined for the report.

## EXECUTE

When executing a report, you are given three options to choose from:

- **Execute Now Interactively** - with this option the program will run interactively with results of the report available once it is complete. You CAN NOT continue working on your terminal until the processing is complete.
- **Execute Now in Background** - this option submits the job to batch for execution as soon as system resources become available. When using this option, be sure to wait until the job submitted to batch is completed before submitting another program that is dependent on the completion of the first program. By submitting in batch, you are eliminating the wait you have with the first option. You can proceed in another program immediately after submitting the batch. A confirmation message will be displayed once the job has been submitted containing the current status. Another message will be received when the job is complete.
- **Execute Later in Background** - this option submits the job for processing at a later time. As with the previous option, a confirmation message will be displayed once the job has been submitted containing the current status followed by a message when the job has been completed.

## WILDCARDS/RANGES

### Example:

We will use the BUDSUM report to illustrate the use of Wildcards and Range of Accounts to either be included or excluded. Accounts may be selected by a single account code, a range of accounts or by a group of accounts all in a single run of the program. Up to 14 wildcard selections and 8 range selections may be entered during a run.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters. For example: 1*__ represents all function codes starting with a 1
%	Represents a single digit or alphabetic character. For example: 1%__ will not generate anything because the % is only representing that field. You would need to fill in the rest of the function field with % in order for it to work, such as: 1%%0
#	Represents a single digit only.
@	Represents a single alphabetic character only.

### EXAMPLE OF A WILDCARD ENTRY:

```
          ACTSUM - Account Summary Report -- Budget
Wildcard budget account selection      Fnd Func Obj SCC  Subj  Opu IL Job
Include or Exclude I      Wildcard    5*  _____ 9*  ___
          I      Wildcard    001  2%%0  _____
```

In the above example, the first wildcard will select all budget accounts with a fund beginning with a 5 and a SCC beginning with a 9. The second wildcard will select all budget accounts with a fund of 001 and function code beginning with a 2 and ending with a 0.

### The Include/eXclude Process

Consider the following example:

```
          ACTSUM - Account Summary Report -- Budget
- Wildcard budget account selection -      Fnd Func Obj SCC  Subj  Opu IL Job
  Include or Exclude I      Wildcard    001  2*  _____ 0000
          X      Wildcard    _____ 9*  _____
```

The program makes two passes over the accounts. On the first pass it selects all of the included accounts. Then it makes a second pass over just the included set and from these excludes those which meet the excluded criteria. So in the above example, it selects all 001 accounts with the function starting with a 2 and SCC of 0000. Then from this set it excludes all accounts with object code starting with a 9. The final result contains all 001 accounts with function starting with a 2, all object codes except those starting with a 9, and with scc of 0000.

### EXAMPLE OF A RANGE ENTRY

Ranges will allow you to select a range of accounts. Wildcards may NOT be used with ranges in selecting accounts.

## Icon

Please note, that when using ranges, each dimension is looked at separately, not in combination.

```
          ACTSUM - Account Summary Report -- Budget
- Range budget account selection -      Fnd Func Obj SCC  Subj   Opu IL Job
  Include or Exclude I      From      001  _____ 200
                                To      572  _____ 229
                                I      From      018  _____ 9001
                                To      018  _____ 9005
                                From
                                To
```

In the above example the first range would select all salary accounts. The second range would be used when selecting a range of 9xxx special cost centers.

The following are examples of ranges that will not correctly pull the accounts being selected:

```
          ACTSUM - Account Summary Report -- Budget
- Range budget account selection -      Fnd Func Obj SCC  Subj   Opu IL Job
  Include or Exclude I      From      001 2120 416
                                To      001 2190 410
                                I      From      432                9800
                                To      438                9198
                                From
                                To
```

The above ranges would not work correctly for the following reason. The first the program will search for any function between 2120 and 2190. However, it will also try to find accounts with an object code between 416 and 410. This search will result in no accounts being selected because 410 is lower than 416. The program can not search backwards.

In the second range, the program will search for any fund between 432 and 438. However, it will also try to find accounts with an SCC between 9800 and 9198. This search will result in no accounts being selected because 9198 is lower than 9800. The program can not search backwards.