


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4275
(562) 951-4610

Date: April 6, 2001 **Code:** AD 01-05
To: Vice Presidents for Administration
From: 
William P. Musselman
Director of Accounting
Business and Finance
Subject: On-Line Access of Reports and Journal Entries

This coded memo is to remind you that the State Controller's Office is discontinuing the hard copy distribution of their reports effective July 1, 2001.

Campuses will be able to view and print the SCO reports locally. Instructions are included with the attached memo from the State Controller's Office.

Should you have any questions, please contact Ms. Lita Dionisio, State Controller Office at (916) 445-5930.

WPM:tp AD 01-05

Attachment

Distribution: Presidents
Financial Managers
Accounting Officers
Budget Officers

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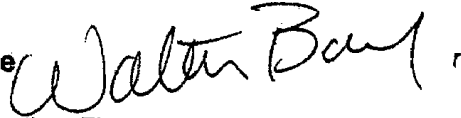
Distribution: Presidents
Financial Managers
Accounting Officers
Budget Officers

Memorandum

To : All Non-CALSTARS State Agencies, Boards,
Commissions, and Departments

Date: July 12, 2000

From : State Controller's Office
Walter Barnes
Chief Deputy State Controller, Finance



Subject: ON-LINE ACCESS OF REPORTS AND JOURNAL ENTRIES

The State Controller's Office (SCO) is continuously looking for ways to improve the services it provides to state agencies. In this endeavor, we are pleased to announce the following reports are available on-line to view and/or print at your work sites through the SCO's FISCAL System on the Teale Menu:

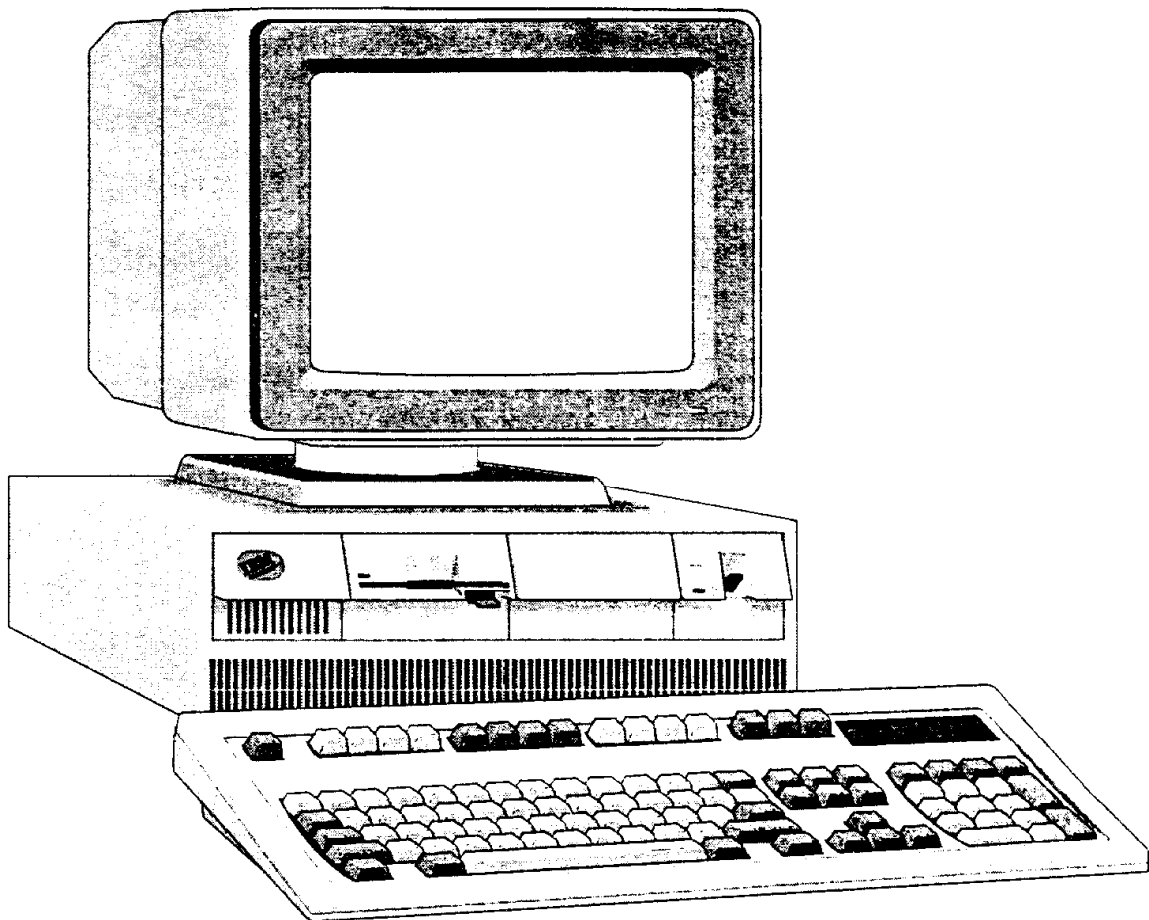
- Notice of Transfers (Journal Entries)
- Agency Reconciliation Reports
- Fund Reconciliation Reports
- Centralized Treasury Trust System Account Statements

The above reports are made available through the use of ViewDirect, a report distribution software recently acquired by SCO. The reports will be accessible on-line the morning following the process cycle. The reports will remain available through ViewDirect for one year, giving the agencies greater flexibility and access to the reports. The use of the ViewDirect software will ultimately eliminate the need for SCO to distribute hard copies of the reports, as you will be able to print the reports on site. It is anticipated that hard copy distribution of the above reports will be terminated by SCO effective July 1, 2001.

To view and/or print the information through ViewDirect, you must have a current user ID for the SCO Menu - SCOPROD. If not, you may request access to ViewDirect through the normal application process to access SCOPROD.

In order to print on site, SCO must first connect ViewDirect to your printer for any user ID. Each ViewDirect user is limited to one printer selection, with the option for SCO to change the printer on request. Please return the enclosed form with your printer identification information so that your reports can be printed on site.

ViewDirect Instructions



For Online Access to
SCO Fiscal System Reports

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ON-LINE ACCESS OF SCO REPORTS AND JOURNAL ENTRIES

AVAILABLE REPORTS AND TOPIC

The following reports are available on-line to view and/or print at your work sites through SCO's System on the Teale Menu:

REPORT ID	REPORT NAME	FREQUENCY
CANFINAN	Cancel Stale Dated Warrants Report	Semi-Monthly
CO75042	Centralized Treasury System Account Statement	Monthly
FC-145	Notice of Transfers-Agencies (Journal Entries)	Daily
FC-320-01	Agency Reconciliation Report	Monthly
FC-320-35	Fund Reconciliation Report	Monthly

The above reports are accessible on-line the morning following the process cycle.

The following Topic is also available on-line to view and/or print at your work sites. By accessing Topic, you can locate a document using the Journal Entry Number. Agencies can access journal entries that are dated from April 3, 2000, up to the present date.

TOPIC ID	TOPIC NAME	FREQUENCY
Dailytr	Notice of Transfer of Funds	Daily

The above topic is also accessible on-line the morning following the process cycle.

LOG ON PROCEDURE

To access ViewDirect, please follow these steps:

- (1) On the 'P' prompt screen, type **P** and press enter.
- (2) On the Teale Menu, Push **PF 6** (SCO Systems)
- (3) On the SCO Menu, if you are a MULTSESS user, you may push **PF 9** to invoke MULTSESS and press enter.
- (4) Then when the SCO Menu is redisplayed, you can access ViewDirect through SCOPROD or SCOVIEW.

NOTICE: AUTHORIZATION TO ACCESS THIS SYSTEM IS LIMITED TO CALIFORNIA STATE EMPLOYEES IN THE PROPER CONDUCT OF OFFICIAL STATE BUSINESS..ALL OTHER ACCESS IS UNAUTHORIZED AND UNLAWFUL.

PF	APPLICATION	CURRENT STATUS	PF	APPLICATION	CURRENT STATUS
1	SCOPROD	UNKNOWN	2	TS03	UNKNOWN
3	SCOTRNG	UNKNOWN	4	TS1	XDOMAIN
5	PDTSTX	UNKNOWN	6		
7			8	PSTEST	UNKNOWN
9			10	PSTSTX	UNKNOWN
11	PDTEST	UNKNOWN	12	LOGOFF	
13	SCOVIEW	UNKNOWN	14	VIEWTEST	UNKNOWN
15	SCOVDR	UNKNOWN	16	VDRTEST	UNKNOWN

SELECT APPLICATION BY PF KEY

Press PF24 for next menu

Through SCOPROD:

- (1) Push **PF1**, type your **USERID** and **PASSWORD**, then press enter.
- (2) To clear the next screen, press **ESCAPE**.
- (3) At the blank screen, type **REPT** and press enter.

Through SCOVIEW:

- (1) Push **PF13**, type your **USERID** and **PASSWORD**, then press enter. If your keyboard has only 12 PF keys, PF13 is normally **Shift + F1**.
- (2) After receiving the message "SIGN-ON IS COMPLETE", Type **REPT** and press enter.

rept

COACLCD LAST ACCESS AT 09:38:49 ON WEDNESDAY, MAY 31, 2000

SIGN-ON IS COMPLETE

(3) The VIEWING MENU appears.

```
COMMAND ==>                                     TIME: 105716
*** viewDirect ***
VIEWING MENU

RECIPIENT ID: COACLCD                           VERSION: 6.1
                                                TAPE VOLSER: LC2807

VIEW BY REPORT OR TOPIC:      R   (R/T)

REPORT/TOPIC ID: _____
VERSION: _____
SECTION: _____

DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)
DISPLAY LIST OF VERSIONS:     YES (YES/NO)
DISPLAY SECTION INDEX:       YES (YES/NO)

PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PF05=RFIND   PF06=MARK
PF07=UP     PF08=DOWN   PF09=    PF10=LEFT  PF11=RIGHT  PF12=QUIT
```

**ACCESSING
THE REPORTS
AND JOURNAL
ENTRIES**

At the VIEWING MENU, press enter to continue to the REPORTS screen. The REPORTS screen will appear listing reports available. To access the journal entries, key in an X in the option field next to the Report ID FC-145, and press enter.

```
0725I-BEGINNING OF REPORTS                       0726I-END OF REPORTS
COMMAND ==>                                     TIME: 105702
*** REPORTS ***

OPTION REPORT ID  REPORT NAME
-----
-   CANFINAN     CANCEL STALE DATED WARRANTS REPORT
-   CO75042      CENTRALIZED TREASURY TRUST SYSTEM ACCOUNT STATEMENT
-   FC-14        NOTICE OF TRANSFERS-SCO
X   FC-145      NOTICE OF TRANSFERS-AGENCIES
-   FC-320-01    AGENCY RECONCILIATION REPORT
-   FC-320-35    FUND RECONCILIATION REPORT

PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PF05=RFIND   PF06=MARK
PF07=UP     PF08=DOWN   PF09=    PF10=LEFT  PF11=RIGHT  PF12=QUIT
```

The REPORT VERSIONS screen will appear reflecting the Date, Time, Device, and Status used to create the report Notice of Transfers-Agencies (Journal Entries). The first item will be the most recent report version. Choose the report version you want to access, and then key in an X in the option field, and press enter.

BEGINNING OF VERSIONS				
D ===>			TIME: 111730	
*** REPORT VERSIONS ***				
: FC-145 NOTICE OF TRANSFERS-AGENCIES				
OPTION	DATE	TIME	DEVICE	STATUS
-	20000620	210058	DISK	AVAILABLE
-	20000616	220123	DISK	AVAILABLE
-	20000616	210110	DISK	AVAILABLE
X	20000615	210055	DISK	AVAILABLE
-	20000614	220112	DISK	AVAILABLE
-	20000613	210048	DISK	AVAILABLE
-	20000609	220110	DISK	AVAILABLE
-	20000609	210340	DISK	AVAILABLE
-	20000608	210055	DISK	AVAILABLE
-	20000607	200032	DISK	AVAILABLE
-	20000606	210042	DISK	AVAILABLE
-	20000605	210057	DISK	AVAILABLE

ELP	PF02=PRINT	PF03=END	PF04=MENU	PF05=RFIND	PF06=MARK
P	PF08=DOWN	PF09=	PF10=LEFT	PF11=RIGHT	PF12=QUIT

The REPORT SECTION INDEX screen will appear with a listing of mail code numbers under SECTION and a corresponding number of pages. Make your selection by keying an X next to the appropriate mail code number, and press enter.

D ===>			TIME: 111940
*** REPORT SECTION INDEX ***			
ID: FC-145 NOTICE OF TRANSFERS-AGENCIES			
ION: 20000615 210055			
SECTION	PAGES	DESCRIPTION	
0950	20		
0954	2		
0956	1		
0968	3		
0989	2		
1100	2		
1110	72		
1111	34		
1700	5		
1730	32		
1760	18		
1761	39		
1820	23		
1880	1		
1900	42		

A view of journal entry will appear on the screen. In order to view the rest of the journal entries processed on this date, you have to navigate using the different function keys shown on page 9 (PF KEYS & ON-LINE VIEWING COMMANDS).

```

COMMAND ==>          SCROLL ==> SCREEN
FC-145      20000615 210055 1761      P      1 R 1 C 1
          MAIL CODE 1761
          ROUTE TO AGENCY          STATE CONTROLLER'S OFF
          CALIF TRANSPORTATION COMM DIVISION OF ACCOUNTI
          SACRAMENTO, CALIFORNIA
          REPORT NO: FC-145-10-D      TC-36  NOTICE OF TRANSFER
          FUND  AGCY  FY  REF/  FEDERAL  CT PG EL COM TSK TYP SOURCE
          ITEM  CATALOG          -----DESCRIPTI
          0703001
          0703001 2600 1990 607          C
          0703001 2600 1990 607          D
          PFA SCH 0E00040
          0703001 2600 1990 614          C
          0703001 2600 1990 614          D
          PFA SCH 0E00040
          0703001
          FROM FUND      BOND EXP-CALIF TRANSP. COMM.
          0048
          0048
  
```

ACCESSING TOPIC

At the VIEWING MENU, type T (Topic) in the field where the 'R' (Report) is located and press enter. By default, the 'View by Report or Topic' field is set to 'R'.

```

COMMAND ==>          TIME: 071047
          *** ViewDirect ***
          VIEWING MENU
          RECIPIENT ID: COACLCD          VERSION: 6.1
          TAPE VOLSER: LC3061
          VIEW BY REPORT OR TOPIC:      T  (R/T)
          REPORT/TOPIC ID: _____
          VERSION: _____
          SECTION: _____
          DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)
          DISPLAY LIST OF VERSIONS:     YES (YES/NO)
          DISPLAY SECTION INDEX:        YES (YES/NO)
          PF01=HELP  PF02=PRINT  PF03=END  PF04=MENU  PF05=RFIND  PF06=MARK
          PF07=UP    PF08=DOWN   PF09=    PF10=LEFT  PF11=RIGHT  PF12=QUIT
  
```

The ENTERPRISE INDEX TOPICS screen will appear listing topics available. To access the Enterprise Index Topic Versions, key in an X in the option field next to the Topic ID **DAILYTR**, and press enter.

1123I-TOP OF LIST	1124I-BOTTOM OF LIST				TIME: 071745
COMMAND ==>	*** ENTERPRISE INDEX TOPICS ***				
OPTION	TOPIC ID	TOPIC NAME			

X	DAILYTR	NOTICE OF TRANSFER OF FUNDS			
PF01=HELP	PF02=PRINT	PF03=END	PF04=MENU	PF05=RFIND	PF06=MARK
PF07=UP	PF08=DOWN	PF09=	PF10=LEFT	PF11=RIGHT	PF12=QUIT

The ENTERPRISE INDEX TOPIC VERSIONS screen will appear showing the Date, Time, Device, and Status of the topic. To access journal entries, key in an X in the option field next to the date, and Press enter.

1123I-TOP OF LIST	1124I-BOTTOM OF LIST				TIME: 071930
COMMAND ==>	*** ENTERPRISE INDEX TOPIC VERSIONS ***				
TOPIC: DAILYTR	NOTICE OF TRANSFER OF FUNDS				
OPTION	DATE	TIME	DEVICE	STATUS	

X	20000403	064556	DISK	AVAILABLE	
PF01=HELP	PF02=PRINT	PF03=END	PF04=MENU	PF05=RFIND	PF06=MARK
PF07=UP	PF08=DOWN	PF09=	PF10=LEFT	PF11=RIGHT	PF12=QUIT

The ENTERPRISE INDEX TOPIC ITEMS screen will appear with a listing of journal entries under TOPIC ITEM. In order to locate a Journal Entry, move the cursor to the COMMAND line. Example: Type L 'JE 0000093', and press enter. (Note: Each SCO document contains ten alpha-numeric characters. It is important to fill up all ten spaces including any blank space in order to find a particular journal entry. The journal entries will be available for a period of one year.)

```

1123I-TOP OF LIST
COMMAND ==> l 'je 0000093'
*** ENTERPRISE INDEX TOPIC ITEMS ***
TOPIC ID: DAILYTR    NOTICE OF TRANSFER OF FUNDS
VERSION: 20000403 064556
TIME: 100337

```

O	TOPIC ITEM	REPORT ID	DATE	TIME	DEV	STATUS
	0049809	FC-14	000530	220039	DISK	AVAILABLE
-	APC0000105	FC-14	000420	210106	DISK	AVAILABLE
-	APC0000113	FC-14	000420	220051	DISK	AVAILABLE
-	APC0000131	FC-14	000420	220051	DISK	AVAILABLE
-	APC0000135	FC-14	000420	210106	DISK	AVAILABLE
-	APC0002004	FC-14	000502	210032	DISK	AVAILABLE
-	APC0002006	FC-14	000502	210032	DISK	AVAILABLE
-	APC0002009	FC-14	000502	210032	DISK	AVAILABLE
-	APC0002010	FC-14	000419	210037	DISK	AVAILABLE
-	APC0002011	FC-14	000419	210037	DISK	AVAILABLE
-	APC0002012	FC-14	000502	210032	DISK	AVAILABLE
-	APC0002014	FC-14	000502	210032	DISK	AVAILABLE
-	APC0002016	FC-14	000427	220047	DISK	AVAILABLE
-	APC0002017	FC-14	000502	210230	DISK	AVAILABLE
-	APC0002018	FC-14	000502	210032	DISK	AVAILABLE

The ENTERPRISE INDEX TOPIC ITEMS screen will appear. Put An X in front of the first document number JE 0000093 under TOPIC ITEM, and press enter.

```

COMMAND ==>
*** ENTERPRISE INDEX TOPIC ITEMS ***
TOPIC ID: DAILYTR    NOTICE OF TRANSFER OF FUNDS
VERSION: 20000403 064556
TIME: 101031

```

O	TOPIC ITEM	REPORT ID	DATE	TIME	DEV	STATUS
X	JE 0000093	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000094	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000095	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000096	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000097	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000098	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000099	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000100	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000101	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000102	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000103	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000104	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000105	FC-14	000705	220115	DISK	AVAILABLE
-	JE 0000108	FC-14	000706	000051	DISK	AVAILABLE
-	JE 0000109	FC-14	000705	220115	DISK	AVAILABLE

PRINTING PROCEDURE

PRINTING MENU can be accessed by pressing the **PF2** key or by typing **PR** in the command line. When the printing menu appears, press enter.

NOTE: Before you print a report, refer to 'Printing Capabilities' for information on print settings and paper size requirements. Also, watch the number of pages shown on the printing menu. Make sure you have enough computer paper in the printer to accommodate the volume of documents.

```
0700I-PRESS "ENTER" TO PRINT
COMMAND ==> _
                                     TIME: 112232
                                     *** PRINTING MENU ***
                                     REPORT ID:   FC-145
                                     VERSION:    20000615 210055
FROM ==> PAGE: 000001 OF SECTION: 1761
TO ==> PAGE: 000039 OF SECTION: 1761
NUMBER OF PAGES TO BE PRINTED: 000039
PAGE OUTPUT LIMIT: _____
                                     PRINTER:   0 (0 - ONLINE/ B - BATCH)
ONLINE PRINTER ID:  C04L
BATCH DEVICE ID:
JCL (FOR BATCH PRINT ONLY)
```

PRINTING CAPABILITIES

SCO reports and journal entries are programmed to print on continuous feed computer paper measuring 12 x 8 1/2 inches, or on 8 1/2 x 11 cut sheet paper. Your printer should be set on landscape. The reports are 132 characters wide per line. Refer to your printer's owners' manual.

PRINTING REQUIREMENTS

All printers must be mainframe printers used by SCO applications.

Each ViewDirect user is limited to one printer selection, with the option for SCO to change the printer on request. In order for SCO to connect any agency's User ID to their printer, each agency has to submit their printer's identification number to SCO.

**PF KEYS &
ON-LINE
VIEWING
COMMANDS**

Screen navigation is accomplished by using PF keys or on-line viewing commands. To initiate an on-line command, key in one of the commands listed below in the 'COMMAND = = = >' field located at the top of the screen, and press enter. Example: To scroll up, key in letter U (Command = U) or X, and press enter.

FUNCTION	ON-LINE VIEWING COMMAND	PF KEYS
To scroll columns to the right	RI	PF11
To scroll columns to the left	LE	PF10
To scroll one page up	U	PF7
To scroll one page down	D	PF8
To move to the end of the report	Bot	N/A
To move to the top of the report	TOP	N/A
Find – To search for a string of data up to 28 characters. It can also be used along with other codes to locate ALL occurrences, FIRST occurrences, LAST occurrences etc, of the Specified data.	F	N/A
To move to a specific position in the Report Versions or Report Section Index listing	L (locate)	N/A
Freeze – To display specific rows and columns	FR	N/A
Cancel Freeze	FR OFF	N/A
Show scale – To display a row and column grid on the report to identify row and column numbers	SC	N/A
Cancel scale	SC OFF	N/A
Print	PR	PF2
Mark pages – To select specific pages to print. (Use with the PF2 key to send marked pages to printer)	MA	PF6
End – To return to previous screen	END	PF3
Menu – To return to viewing menu	ME	PF4
Help	H	PF1
Quit – To exit	Q	PF12

LOG OFF PROCEDURE

To logoff through **SCOPROD**:

- (1) Push **PF12** key, or key in letter **Q** in the command line, and **press enter**.
- (2) A blank screen will appear. Either key in **LOGO**, (short for Logoff) and **press enter** to return to the SCO MENU, or request access to another SCOPROD application, by keying the desired system name (example FC00, etc.).

To logoff through **SCOVIEW**:

- (1) Push **PF12** key, or key in letter **Q** in the command line, and **press enter**.
- (2) A blank screen will appear. Key in **LOGO** and **press enter** to return to the SCO MENU.