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# Solutions View Legend

## Solutions, Inc. View Legend

**Function Keys**—can click on them or use keyboard F keys

Quick access to other menus; these buttons change depending on your current menu

Click on the logo to go to our website

Use the up/down arrows to set the preferred size. The plus will place an icon on your desktop for your preferred size, color, and orientation.

Navigation buttons

Command line—you can key beyond the 3 character spaces shown. The dropdown arrow can be used to show the most recent commands.

Quick access buttons for Word, Excel, Outlook, a calculator, My Computer, and My Documents

Sign off—exits you from all programs and returns you to a sign on screen for this session.

Sign on information showing date, time, user ID, and if applicable, printer session.

View tool bar (left to right)—change skins, remote support, start another session, print screen, copy text on screen to clipboard, refresh, help text, information, and exit.

Menu options—click on the option or can key in the number visible in the hover information.

Accounting  
▶ Accounting  
▶ Payroll  
▶ Budgeting  
▶ Cash Balancing/Actual Process  
▶ Inventory  
▶ 1099 Menu  
▶ Drainage Accounting  
▶ Drainage Real Estate  
▶ Real Estate  
▶ Real Estate  
▶ Drainage Real Estate

Functions  
Prompt  
Export Data to Excel  
OnDemand  
Retrieve  
My Reports  
Public Inquiry  
.....  
Daily Processing  
Image Services

Connected 01 Apr at 10:29 am as: BECKY...hpl7890 ACTIVE

# “Solutions,” Inc. Forms Instruction Manual

## Screen Defaults

If you would like to save the screen defaults, once you have the screen filled in to your preference, press F24 to set the defaults. This way the next time that you enter the screen, the saved defaults will appear and you will not have to rekey it each time. F24 fields are noted by an ‘\*’ at the end of the field description. The ‘\*’ will be repeated throughout the manual to denote F24 capable fields.

## Function Keys

These keys are the same throughout the book.

Lookup or Prompt: this is noted by a prompt button (...) after fields that you can do a lookup on

Submit: submits the report to batch and frees up your workstation while it is trying to print

Interactive: prints the report interactively while tying up your workstation

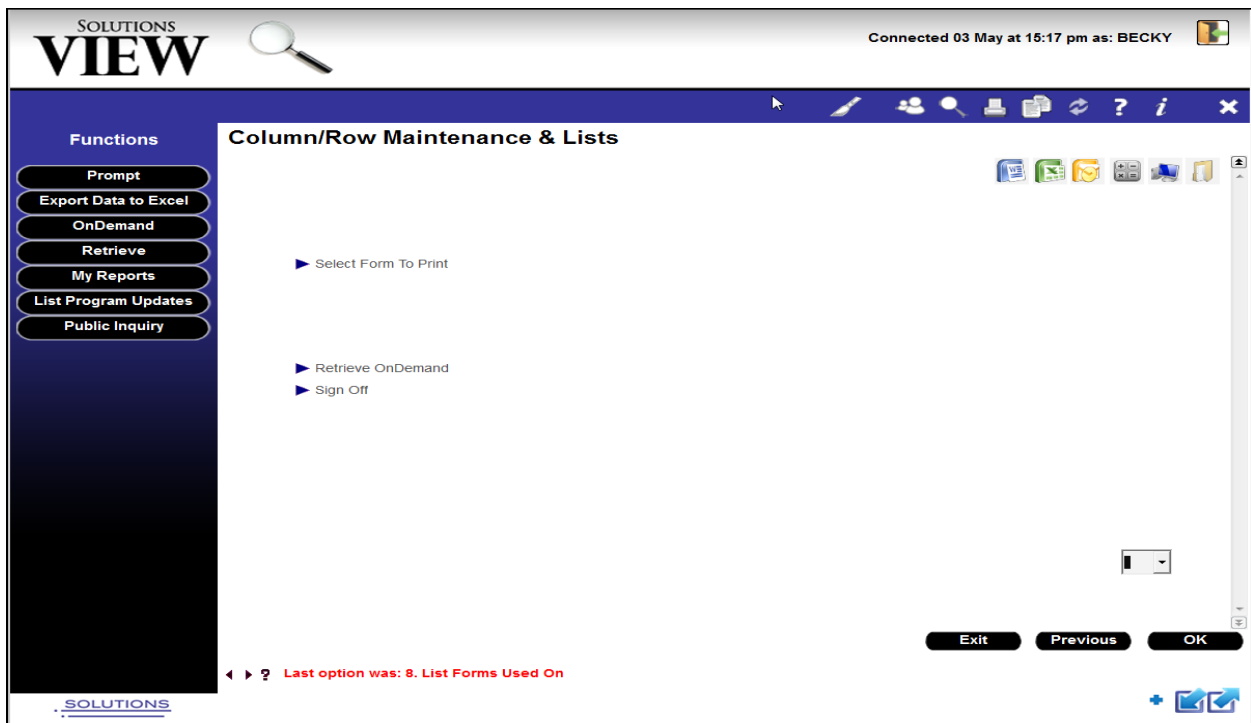
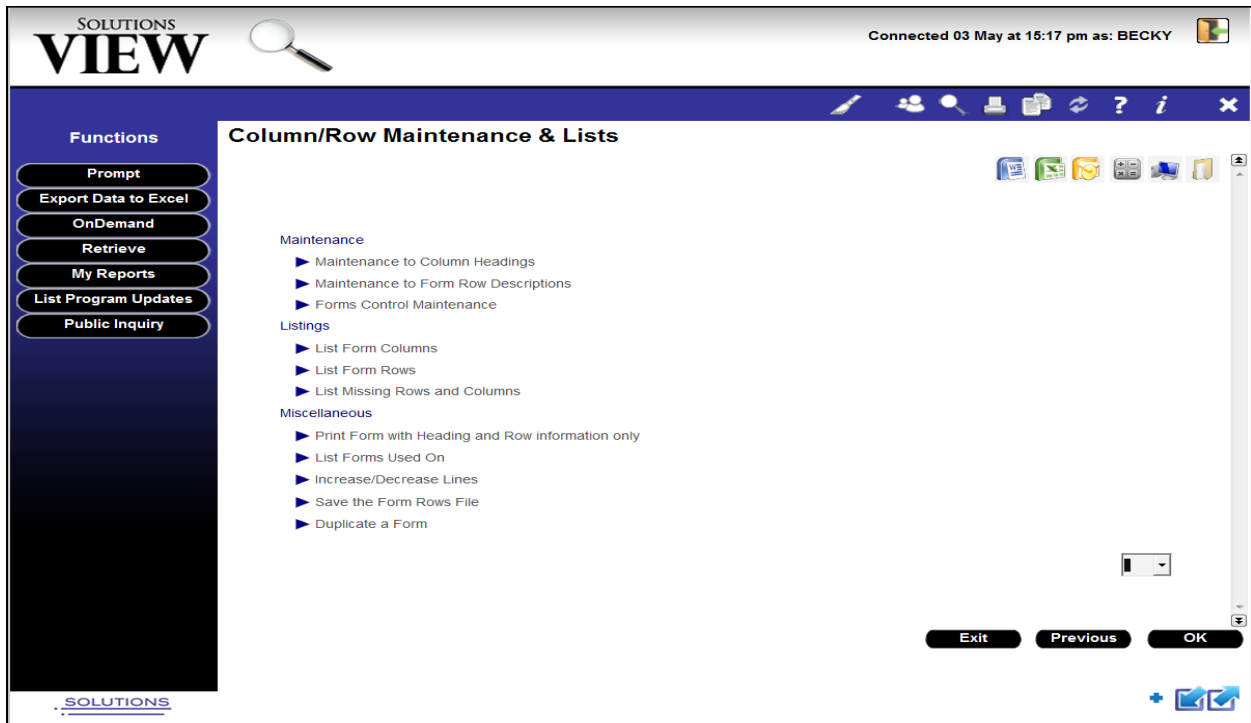
\*: denotes F24 capable fields where you can set the defaults

F24: set defaults (hidden command key)

## Program Options

You may double click an item to choose the first option, right click and select the appropriate option, or key in the desired option on the appropriate line and press enter. This is true for all program options in a subfile. Options are shown in the bottom left or bottom right corners of your View screen depending on the screen orientation you have set.

## FORMS MENU



### PROGRAM NOTES:

- Command keys on the menu screens

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- **Export Data to Excel/F6=QryXLS:** use this to download data from the System i directly into an Excel spreadsheet. You can use data directly from an individual file or use an existing query.
- **OnDemand/F7:** if you have purchased OnDemand, you can use this function key to open up the OnDemand client (PC viewer).
- **My Reports/F14=Spool Files:** use this function to view the spool file as pdf, txt (opening in Notepad), HTML, or as a doc (opening in Word) . Once the spool file is in text format you can modify the spool the file, save it to your PC, and/or email it. You can change your printers, view, hold, release, and delete your spool files as normal here.
- **List Program Updates/F20=View Updates:** this will take you to “Solutions” website and show the listing of the updates that have been posted. You will see all updates that have been posted for this library in descending date order.
- **Download Pgm Updates/F21=Get Updates:** this will only appear when there are updates available for the module you are working in. “Update Available” will appear in the upper right corner of the screen as well. Click on ‘Download Pgm Updates’, press F21 or use the software update menu.
- **Public Inquiry/F22=Inq:** this allows you to go directly to the Inter-Department Inquiry Menu.

**Maintenance to Column Headings**

4=Delete

Form Type	Form #	Fund	Page #	Col #	Heading 1	Heading 2	Heading 3	Heading 4
<input type="checkbox"/>	A 634A	01000	1	1	GENERAL	BASIC		(A)
<input type="checkbox"/>	A 634A	02000	1	2	GENERAL	SUPPL		(B)
<input type="checkbox"/>	A 634A	02001	1	2	GENERAL	SUPPL		(B)
<input type="checkbox"/>	A 634A	10000	1	3	MH-DD	SERVICES		(C)
<input type="checkbox"/>	A 634A	11000	1	4	RURAL	SERVICES		(D)
<input type="checkbox"/>	A 634A	13001	1	7	OTHER			(G)

**PROGRAM NOTES:**

- This program is used to determine which funds are to be included on each form, which column the fund is to be included in, and on which page/s.
- The forms and form types are completely separate from each other. Generally there are the following forms in the form column maintenance: **A 634A, A 634B, A 638R, A 634D, B 634A, B 634B, B 638R, and B 701BR.**
  - The ‘A’ in front of the form number denotes that it is a cash/accrual form.
  - The ‘B’ in front of the form number denotes that it is a budget form.
- Multiple page reports should be consistent in reporting funds in the same column for each page. For example, any fund on form 634B should be in the same column on **all** pages of the form.
- You can select which form type and form number you wish positioned to.
- If you need to add a new fund, press Add to go into the add mode and enter the information from a similar fund.
- To remove a fund from a form, place a ‘4’ in front of all instances of that fund and press enter. This only removes the fund from the form; it does not delete the actual fund.
- Once added, you may access the column and heading information only.
- You must press Update/Enter so that any changes/updates you have made will be processed.

**OPTIONS:**

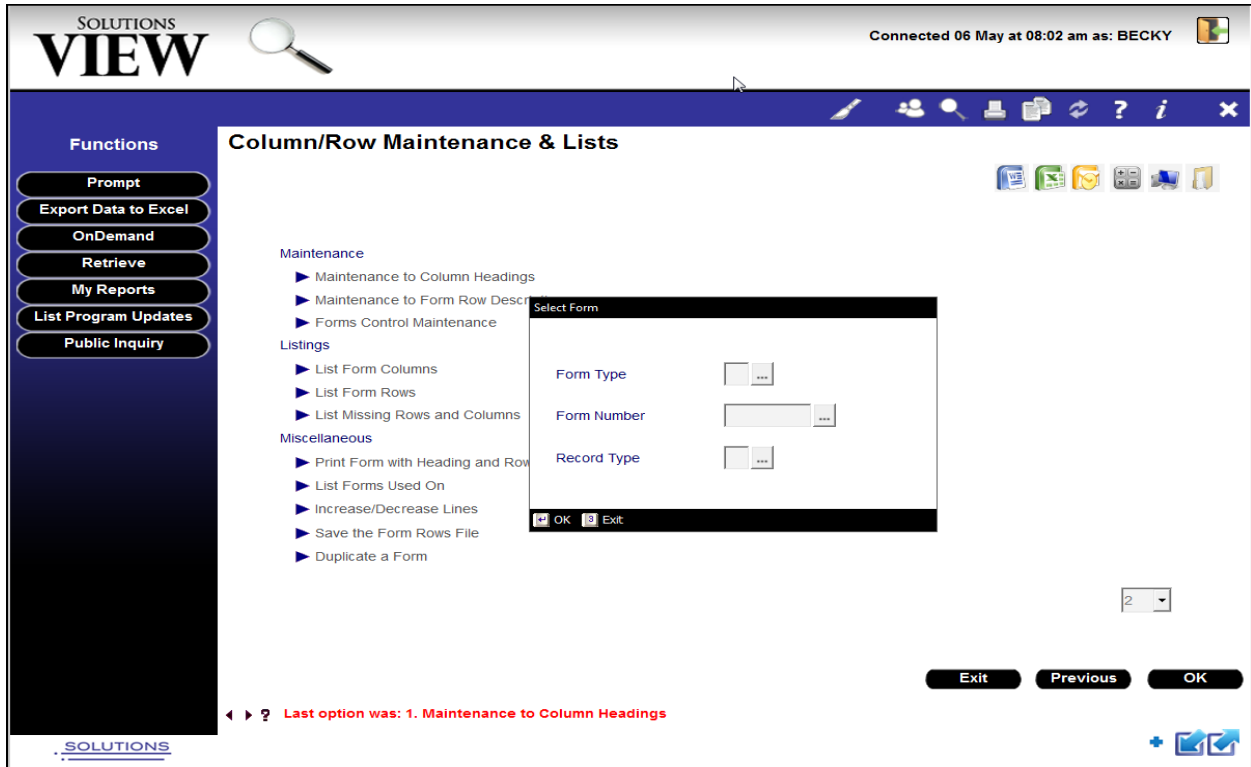
- 4=Delete: put a ‘4’ in front of the fund you would like deleted. If it is a multi page report, you will want to put a ‘4’ in front of all instances of the fund.

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### **FIELDS:**

- Positioners at the top of the screen:
  - Form Type: use this to position to a specific form type (A=cash/accrual or B=budgets)
  - Form #: use this to position to a specific form number.
  - Fund: use this to position to a specific fund number.
  - ?=is where you would enter in the ‘4’ to delete a fund.
- Form Type: this displays which type of form you are viewing. ‘A’ is for cash/accrual forms. ‘B’ is for budget forms.
- Form #: this displays which form number you are viewing.
  - 634A=Revenue Detail
  - 634B=Expenditure Detail
  - 634C=Mental Health Detail
  - 634D=Accrual Combined Balance Sheet
  - 638R=Statement of Revenue, Expenditures, and Changes in Fund Balance/Proposed & Adopted Budget Summary
  - 701BR=Expenditures by Department and Fund
- Fund: this displays which fund number goes on the selected page and in the selected column.
- Page #: this displays which the page the selected fund is to appear on. If you are working with a multiple page report, you will want the funds to be entered on ALL pages.
- Col #: this displays which column on the form the fund is to appear in.
- Heading 1, 2, 3, 4: these are the headings that appear on your forms. You only need a heading in the first instance of a particular column and page.

## Maintenance to Form Row Descriptions



### PROGRAM NOTES:

- Use this option to do maintenance to the form rows for the state forms.
- You can do maintenance to forms 634A, 634B, 634D, and 638R.
- The budget forms are form type B and cash/accrual forms are form type A. Each form type is individual of the other. This means if you add a missing form row to one form type, you will also probably need to add it to the other form type.
- If you choose a record type that is not valid or not already built for an existing form, you will be alerted to that. The program will ask if you would like to create the form you specified or would like to enter in different criteria.
- Press ok/enter to access the selected form.

### FIELDS:

- Form Type: select the appropriate form type—Accrual/Cash or Budget. Click the browse button or press F4 to lookup valid options.
- Form Number: enter in the form number you wish to work with. Click the browse button or press F4 to lookup valid options.
  - 634A Revenue Detail
  - 634B Expense Detail
  - 634D Combined Balance Sheet
  - 638R Adopted Budget or Revenues, Expenditures, and Changes in Fund Balance
- Record Type: enter in the record type you wish to work with. Click the browse button or press F4 to lookup valid options.

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## Form Row Maintenance

**Auditor's Accounting; Form Row Maintenance**

Form Type: A    Form Number: 634B    Position to:

Cash/Accrual    Expense    Sort by: Function/Revenue

4=Delete

Opt	Function	Line Page#	Line Position	Total Page#	Total Line Pos	Add/Sub to Total	PrePrinted Line#	
<input checked="" type="checkbox"/>	1	1	9	1	41	+	8	
	Description	Subtotal						12
<input type="checkbox"/>	2	1	14	1	41	+	17	
	Description	Subtotal						6
<input type="checkbox"/>	3	1	20	1	41	+	10	
	Description	Subtotal						13
<input type="checkbox"/>	4	2	7	2	33	+		
	Description	Subtotal						
<input type="checkbox"/>	5	2	12	2	33	+		
	Description	Subtotal						
<input type="checkbox"/>	7	2	17	2	33	+		
	Description	Subtotal						

Exit    OK

### PROGRAM NOTES:

- This program is used to determine which function/revenue/account codes are to be included on each form, which line the account codes are to be included in, and on which page/s.
- The form row information is to allow you to make your Solutions forms match those of the state. By entering in the form row information you are specifying what page of the form the item should be shown on (page #), which actual print line the item should be on (line position), what page this item should be totaled into (total page #), what actual print line the item should be totaled into (total line pos), whether the item is to be added into or subtracted from such as a subtotal (add/sub to total), what description is to be printed on the form (description), and what line number should print after the row description (preprinted line or state form #).
- This option displays all existing form rows for the selected form for the record type selected.
- Any part of the form row that is an input box can be changed.
- The top left corner of the information displays the form type, form number, the description of the form and which account type you are working with.
- The top right corner of the screen displays the position to field/s and how the file is currently sorted. You can sort the file by either the function/revenue/account code or by page and line number.
- If you need to add a missing or new function/revenue/account code, you can either use the Insert function and a blank line will be inserted above where your cursor is or you can press Add Records to go to the end of the file. It is recommended that you find a similar code and use the Insert. This way you will be able to mimic the form row information.
- If you have function/revenue/account codes that are in red, this means that the item is not in the respective Description File. This makes your description files cleaner; you do not have to have the headings (01xx, 023x, etc) or the subtotals (1-subtotal, 2-subtotal, etc) in the

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description files. Having items in red does not stop any processing or updating. It is just to alert you to the fact the item was not found in the respective Description File.

- You must press Enter/Ok so that any changes/updates you have made will be processed.

### **PROGRAM OPTIONS:**

- 4=Delete: put a ‘4’ in front of the form row you would like deleted.

### **FIELDS:**

- Position To: enter in the code that you would like to position to. Or, If you are sorted by page and line, enter in the page and/or line number that you would like to position to.
- Page #: this displays which page of the form the selected account code is to be included on.
- Line Position: the form line numbers and the print line numbers are sometimes different. The line position is the actual print line number if you numbered the lines on the state form. You can find these numbers by running the Print Form with Heading and Row Information only. It is the number on the **LEFT** of the line description.
- Total Page#: this determines which page the selected account code will be totaled in to.
- Total Line Position: this determines which actual print line the total will be printed on. You can find this number by running the Print Form with Heading and Row Information Only. It is the number on the **LEFT** of the line description.
- Add/Sub to Total Line: this designates whether the selected account code will be added to or subtracted from the total line designated. Enter a ‘+’ to have it added, enter a ‘-’ to have the amount subtracted, or leave it blank if it is not applicable (i.e. a heading line).
- Description: enter in the description of the form line. This is the description that will appear on your forms. This is an optional field after the first instance of a particular line. The program only reads the first description on a line position. You can find the line descriptions on the state forms.
- Preprinted Line #: this is the number assigned to the line by the state. It is the number to the **RIGHT** of the line description on the state forms and the Print Form with Heading and Row Information Only.

## Change Sort

**SOLUTIONS VIEW** Connected 06 May at 08:02 am as: BECKY

**Auditor's Accounting; Form Row Maintenance**

Form Type: A Form Number: 634B Position to Page and Line: [ ] [ ]  
 Cash/Accrual Expense Sort by: Page, Line Pos

4=Delete

Opt	Function	Page#	Line Position	Total Page#	Total Line Pos	Add/Sub to Total	Description	PrePrinted Line#	PrePrinted Line#
<input type="checkbox"/>	200	1	1				LAW ENFORCEMENT PROGRAM		
<input type="checkbox"/>	41B	1	1				ENVIRONMENTAL QUALITY PROGRAM		
<input type="checkbox"/>	01000	1	2	1	9	+	01000 Uniformed Patrol Services		1
<input type="checkbox"/>	01010	1	3	1	9	+	01010 Investigations		2
<input type="checkbox"/>	01020	1	4	1	9	+	01020 Unified Law Enforcement		3
<input type="checkbox"/>	01030	1	5	1	9	+	01030 Contract law Enforcement		4

Exit OK

### PROGRAM NOTES:

- If you change the sort, the file will be sorted in page and line position order. You can switch between function/revenue/account code order and line position order. The upper right corner displays which sort method you are in. The Position To field/s changes accordingly.

### PROGRAM OPTIONS:

- 4=Delete: put a '4' in front of the form row you would like deleted.

Insert

**SOLUTIONS VIEW** Connected 06 May at 08:02 am as: BECKY

**Auditor's Accounting; Form Row Maintenance**

Form Type: A Form Number: 634B Position to Page and Line: [ ] [ ]  
 Cash/Accrual Expense Sort by: Page, Line Pos

4=Delete

Opt	Function	Page#	Line Position	Total Page#	Total Line Pos	Add/Sub to Total	PrePrinted Line#	
<input type="checkbox"/>	200	1	1					
	Description	LAW ENFORCEMENT PROGRAM						
<input type="checkbox"/>	41B	1	1					
	Description	ENVIRONMENTAL QUALITY PROGRAM						
<input type="checkbox"/>	01000	1	2	1	9	+		
	Description	01000 Uniformed Patrol Services						1
<input type="checkbox"/>	01010	1	3	1	9	+		
	Description	01010 Investigations						2
<input type="checkbox"/>								
	Description							
<input type="checkbox"/>	01020	1	4	1	9	+		
	Description	01020 Unified Law Enforcement						3

Exit OK

**PROGRAM NOTES:**

- If you need to add a new code, position your cursor in the opt column to a similar line, click on Insert, and the program will insert a blank line **above** your cursor.
- Type in the information you need and press enter to update the file.
- Remember to put the line description on the first instance of the line.

**PROGRAM OPTIONS:**

- 4=Delete: put a '4' in front of the form row you would like deleted.

## Forms Control Maintenance

The screenshot shows a web application interface for "SOLUTIONS VIEW". The top header includes the logo, a search icon, and a connection status: "Connected 06 May at 08:02 am as: BECKY". The main content area is titled "Auditor's Accounting; Form Control File Maintenance". On the left, there is a "Functions" sidebar with an "Update" button. The main area contains a "Select Form(s)" section with a list of form types, each with a checkbox:

- Cash/Accrual 634A - Revenues Detail
- Cash/Accrual 634B - Expenditure Detail
- Cash/Accrual 638R - Changes in Fund Balance
- Accrual 634D - Combined Balance Sheet
- Budget 634A - Revenues Detail
- Budget 634B - Expenditure Detail
- Budget 634R/638R - County Budget Summary

An "Exit" button is located in the bottom right corner of the main area. The footer of the page includes the "SOLUTIONS" logo and social media icons.

### PROGRAM NOTES:

- These are the forms control files. Once these are setup, very little maintenance will need to be done until a form layout is changed is changed by the state.
- There are control files for both form types—A-cash/accrual and B-budget.
- There are items on the forms that are not specific account/function/revenue codes—such as fund balances. These control files allow you to designate which line position these items are to be placed on.

### PROGRAM OPTIONS:

- Select Forms: enter a character to select the form control file you wish to work with.

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## Form 634A Form Control File-Sample

The screenshot shows a web application interface for "SOLUTIONS VIEW". The top navigation bar includes the logo, a search icon, and a status bar indicating "Connected 06 May at 08:02 am as: BECKY". The main content area is titled "Auditor's Accounting; Form Control File Maintenance". On the left, there is a "Functions" sidebar with an "Update" button. The main area displays "Cash/Accrual 634A - Revenues Detail" and a section for "Enter Print Line Position:" with the following items and input fields:

Begin Fund Balance	<input type="text" value="89"/>
Taxes Levied on Property	<input type="text" value="1"/>
Uncollected Delinquent	<input type="text" value="2"/>
Credits to Taxpayers	<input type="text" value="3"/>
Loss on NonReplaced Credits	<input type="text" value="41"/>

An "Exit" button is located in the bottom right corner of the main area. The footer of the page includes the "SOLUTIONS" logo and social media icons.

### PROGRAM NOTES:

- There are figures on the form that are not specific function, revenue, or account codes. Examples are shown on the screen above—beginning fund balance, taxes levied, etc. The program needs to know which line position to put the figures on. You can get the line position by printing the Print Form with Heading and Row Information Only.
- For form 634B, you have to specify which object codes are used for the individual types of transfers.
- Press Update/Enter to process any changes or update the record.

### FIELDS:

- Enter Print Line Position: the form line numbers and the print line numbers are sometimes different. The line position is the actual print line number if you numbered the lines on the state form. You can find these numbers by running the Print Form with Heading and Row Information only. It is the number on the **LEFT** of the line description.

## List Form Columns

The screenshot displays the 'Form Column List Selection' screen within the SOLUTIONS VIEW application. The interface features a top navigation bar with the logo and a search icon, a status bar indicating 'Connected 06 May at 08:02 am as: BECKY', and a left sidebar with 'Functions' (Submit, Prompt, Print Interactive). The main area contains form fields for 'Form Type' (radio buttons for Accrual Cash and Budget), 'Form #', 'Page #', 'Printer ID' (with a dropdown showing 'P4'), '# of Copies' (with a spinner set to 1), and 'Print Both Sides' (radio buttons for No, Duplex, and Tumble). An 'Exit' button is at the bottom right.

### PROGRAM NOTES:

- Use this option to print a listing of your form columns. These are the funds you have specified in the Form Column Maintenance to be included on the forms.
- After selecting a listing, the prompt screen will remain so that you may select additional listings. When finished, Exit to return to the menu.
- As a general rule, all budgetary funds (type 1) should be on both the A (cash/accrual) and B (budget) type forms. For form A/B 634B, all funds that are to be included should be on ALL pages of the form.

### FIELDS:

- Form Type: select which form type to list the columns for—Accrual or Budget.
- Form #: enter in a specific form number or leave it blank for all. Click the browse button or press F4 to lookup valid options.
- Page #: enter in a specific page number or leave it blank for all.
- Printer ID: defaults to the job default printer, but may be changed.
- # of Copies: defaults to 1 copy, but can be changed.
- Print Both Sides: select No, select Duplex to bind on the long edge, or Tumble to bind on the short edge.

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## List Form Columns-Sample Listing

```

AUMNPPFR                               Form Columns                               1
  6/06/05 12:30:01
SOLUTIONS, INC
Form Type A Accrual                     Form # 634A   Page #  1
BC   Col   Headings
Fund  #
01000 1          GENERAL          BASIC          A
02000 2          GENERAL SUPPLEMENTAL          B
10000 3          MH-DD          SERVICES          C
11000 4          RURAL          SERVICES          BASIC          D
12000 5          RURAL          SERVICES SUPPLEMENTAL          E
20000 6          SECONDARY          ROADS          F
14000 7          OTHER          G
14001 7
14002 7
16000 7
17000 7
18000 7
18001 7
18002 7
18003 7
19000 7
27000 7
28000 7
43000 7
51000 7
51999 7
68000 7
30000 8          ALL          CAPITAL          PROJECTS          H
40000 9          ALL          DEBT          SERVICE          I
42000 9
End of report
    
```

## List Form Rows

The screenshot displays the 'Form Rows List Selection' screen in the SOLUTIONS VIEW application. The interface features a top header with the 'SOLUTIONS VIEW' logo and a search icon. The status bar indicates 'Connected 06 May at 08:02 am as: BECKY'. A left sidebar contains 'Functions' with buttons for 'Submit', 'Prompt', and 'Run Interactive'. The main area includes form fields for 'Form Type' (radio buttons for 'Accrual Cash' and 'Budget'), 'Form #' (text input with a browse button), 'Page' (text input with a browse button), 'Printer ID' (text input with 'P4' and a browse button), '# of Copies' (spin box with '1'), and 'Print Both Sides' (radio buttons for 'No', 'Duplex', and 'Tumble'). An 'Exit' button is located at the bottom right. A note at the bottom right states '\*\*=Blank for All'. The bottom of the screen shows the 'SOLUTIONS' logo and navigation icons.

### PROGRAM NOTES:

- Use this option to print a listing of your form rows. These are the rows that are built in the Maintenance to Form Row Descriptions.
- This listing is helpful to spot check for odd items; you can verify that like items have similar form row information.
- After selecting a listing, the prompt screen will remain so that you may select additional listings. When finished, Exit to return to the menu.
- As a general rule, all function and revenue codes associated with budgetary funds (type 1) should be on both the A (cash/accrual) and B (budget) type forms.

### FIELDS:

- Form Type: select which form type you would like the form rows listed for—Accrual or Budget.
- Form #: enter in a specific form number. Click the browse button or press F4 to lookup valid options..
- Page: enter in a specific page number or leave it blank for all.
- Printer ID: defaults to the job default printer, but may be changed.
- # of Copies: defaults to 1 copy, but can be changed.
- Print Both Sides: select No, select Duplex to bind on the long edge, or Tumble to bind on the short edge.

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## List Form Rows-Sample Listing

AUMPFPR										Form Rows	1	
6/06/05 12:33:15												
SOLUTIONS, INC												
Form Type	Form A	Accrual	Record	Function/	Form #	634A	Page	1	Total	Add/Sub to	Description	PrePrinted
Type	Number	Type	Revenue	Page	Line	Position	Page #	Line	Position	Total Line		Line#
A	634A	3	1	1	1	1					TAXES LEVIED ON PROPERTY	1
A	634A	3	2	1	2	2					LESS: UNCOLL DEL TAXES LEVY YEAR	2
A	634A	3	3	1	3	3					LESS: CREDITS TO TAXPAYERS	3
A	634A	3	1000	1	4	4	1	29		+	=1000 NET CURRENT PROPERTY TAXES	4
A	634A	3	1010	1	5	5	1	29		+	1010 DELINQ PROPERTY TAX REVENUE	5
A	634A	3	1100	1	6	6	1	29		+	11XX PENALTIES, INT & COSTS ON TAX	6
A	634A	3	1110	1	6	6	1	29		+		
A	634A	3	1120	1	6	6	1	29		+		
A	634A	3	1130	1	6	6	1	29		+		
A	634A	3	5	1	7	7					OTHER COUNTY TAXES/TIF REVENUES:	
A	634A	3	1200	1	8	8	1	13		+	12XX Other County Taxes	7
A	634A	3	1210	1	8	8	1	13		+		
A	634A	3	1215	1	8	8	1	13		+		
A	634A	3	1240	1	8	8	1	13		+		
A	634A	3	1300	1	9	9	1	13		+	13XX Local Option Taxes	8
A	634A	3	1310	1	9	9	1	13		+		
A	634A	3	1320	1	9	9	1	13		+		
A	634A	3	1330	1	9	9	1	13		+		
A	634A	3	1340	1	9	9	1	13		+		
A	634A	3	1400	1	10	10	1	13		+	14XX Gambling Taxes	9
A	634A	3	1410	1	10	10	1	13		+		
A	634A	3	6	1	11	11	1	13		+	15XX TIF Tax Revenue	10
A	634A	3	1020	1	12	12	1	13		+	16XX Utility Replace Excise Taxes	11
A	634A	3	1600	1	12	12	1	13		+		
.												
A	634A	3	8440	1	28	28	1	29		+		
A	634A	3	8450	1	28	28	1	29		+		
A	634A	3	8460	1	28	28	1	29		+		
A	634A	3	8470	1	28	28	1	29		+		
A	634A	3	8480	1	28	28	1	29		+		
A	634A	3	8490	1	28	28	1	29		+		
A	634A	3	8500	1	28	28	1	29		+		
A	634A	3	8501	1	28	28	1	29		+		
A	634A	3	8520	1	28	28	1	29		+		
A	634A	3	8590	1	28	28	1	29		+		
A	634A	3	12	1	29	29	1	38		+	TOTAL REVENUES	26
A	634A	3	13	1	30	30					OTHER FINANCING SOURCES:	
A	634A	3	14	1	31	31					OPERATING TRANSFERS IN:	
A	634A	3	9000	1	32	32	1	35		+	9000 From General Basic	27
A	634A	3	9020	1	33	33	1	35		+	9020 From Rural Services Basic	28
A	634A	3	9040	1	34	34	1	35		+	90XX From Other Budgetary Funds	29
A	634A	3	9090	1	34	34	1	35		+		
A	634A	3	15	1	35	35	1	38		+	Subtotal (lines 27-29)	30
A	634A	3	9100	1	36	36	1	38		+	91XX PROCEEDS/GEN LONG TERM DEBT	31
A	634A	3	9110	1	36	36	1	38		+		
A	634A	3	9120	1	36	36	1	38		+		
A	634A	3	9130	1	36	36	1	38		+		
A	634A	3	9140	1	36	36	1	38		+		
A	634A	3	9190	1	36	36	1	38		+		
A	634A	3	9200	1	37	37	1	38		+	92XX PROCEEDS/GEN FIXED ASSET SALE	32
A	634A	3	9210	1	37	37	1	38		+		
A	634A	3	16	1	38	38	1	40		+	Total Revenues and Other Sources	33
A	634A	3	17	1	39	39	1	40		+	BEGINNING FUND BALANCE JULY 1	34
A	634A	3	18	1	40	40					TOTAL RESOURCES (lines 33+34)	35
A	634A	3	19	1	41	41					Loss on Nonreplaced Credits	36

End of report

## List Missing Form Rows and Columns

The screenshot displays the 'Fund/Funct/Rev Missing from Forms' window in the SOLUTIONS VIEW application. The window title is 'Fund/Funct/Rev Missing from Forms'. The interface includes a top navigation bar with the SOLUTIONS VIEW logo and a search icon. The status bar indicates 'Connected 06 May at 08:02 am as: BECKY'. The left sidebar contains 'Functions' with buttons for 'Submit', 'Prompt', and 'Run Interactive'. The main area contains the following fields and options:

- Form Type:  Accrual Cash  Budget
- Form #: [Text Field] ...
- Fiscal Year: [Text Field] ..
- Print Missing Columns:
- Print Missing Rows:
- Printer ID: [Text Field] P4 ...
- # of Copies: [Text Field] 1
- Print Both Sides:  No  Duplex  Tumble

An 'Exit' button is located at the bottom right of the window.

### PROGRAM NOTES:

- This option will list the function, and/or revenue codes that may be missing from your forms. It compares what you have built in your description files to what you have built into your form rows. When looking for missing function codes, the program will search the Function/Account Code description file for all functions. When looking for missing revenue codes, the program will search the Object/Revenue description file for items that marked to be used on account type 3.
- You can also run the listing to print what funds are missing in your Form Column Headings. When looking at budgetary forms, the program will list any type 1 fund that is not included on the forms. When looking at accrual forms, the program will list the funds to be included for module AC that are not included on the forms.
- If there is nothing missing for the criteria you selected, you will receive a report with the heading only.
- There are some items that are in your description files that should not be in your form columns and/or rows and will appear on the listings. You will need to determine if an item that is listed on the Missing from Forms listing should be included or not.

### FIELDS:

- Form Type: select the form type you would like the listing for—Accrual or Budget.
- Form #: enter in the form number you would like the listing for. Click the browse button or press F4 to lookup valid options.

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- **Fiscal Year:** enter in a specific fiscal year. Or, for budget forms you can leave the fiscal year blank and the report will be printed for the current fiscal year, the next fiscal year, and last fiscal year.
- **Print Missing Columns:** check to box to print a listing of missing funds or leave blank.
- **Print Missing Rows:** check the box to print a listing of missing function, revenue, and/or account codes or leave blank.
- **Printer ID:** defaults to the job default printer, but may be changed.
- **# of Copies:** defaults to 1 copy, but can be changed.
- **Print Both Sides:** select No, select Duplex to bind on the long edge, or Tumble to bind on the short edge.

### Listing of Missing Columns-Sample

```

ACRZPFR                               Missing Columns                               1
  6/06/05 12:40:03
SOLUTIONS, INC                         Form A 634A
Fund  Description
13000 Events Center Pledge Obl Fund
53000 Recorder's Electronic Fee Fund
54000 Clay County Flex Plan
55000 Emergency Medical Services
58000 Assessor's FICA & IPERS Funds
59000 E-911 Surcharge
60000 Jnt Co Emergency Mgt Fund
61000 Spec Appraiser Fund-Assess
62000 Property Tax Agency Fund
63000 Townships
64000 Corporations
65000 School
66000 Area School
67000 Lost Island Sanitary
69000 Co. Assessor Agency Fund
70000 Ag. Extension
71000 Herdland Fire
72000 Webb Fire
73000 Motor Vehicle Trust
74000 Use Tax Trust
75000 Specials
76000 Tax Redemption
77000 Medical Trust
98000 General Fixed Assets
End of report
  
```

### Listing of Funct/Rev Accts Missing in Form Row by Form #-Sample

```

AUTVPFR                               Revenue Codes Missing from Form Rows                               1
  6/06/05 12:40:04
SOLUTIONS, INC                         Form A 634A   Fiscal Year 2004/2005
Object/ Description                    Total YTD     Budgeted
Revenue
  2740 Other State Grants Entitlement      3,084.00      0
  4240 County Motor Vehicle Revenue         .00           0
  6190 Others Rents                        5,448.92      0
  9010 General Supplemental Fund           6,235.30      0
  9600 CURRENT Interfund Loans            50,000.00      0
End of report
  
```

## Print Form with Heading and Row information only

The screenshot shows the SOLUTIONS VIEW software interface. At the top, the logo 'SOLUTIONS VIEW' is on the left, and a magnifying glass icon is in the center. On the right, it says 'Connected 06 May at 08:02 am as: BECKY'. Below the logo is a dark blue sidebar with 'Functions' and three buttons: 'Submit', 'Prompt', and 'Run Interactive'. The main window title is 'Select Form# for Head/Row Print'. The form contains the following fields and options:

- Form Type:  Accrual Cash  Budget
- Form #: [ ] ...
- Printer ID: [ P4 ] ...
- # of Copies: [ 1 ]
- Print Both Sides:  No  Duplex  Tumble

An 'Exit' button is located at the bottom right of the form area. At the bottom left of the window, there is a 'SOLUTIONS' logo and a plus sign with two arrows.

### PROGRAM NOTES:

- Use this to print the heading and row information without printing any dollar figures.
- This will also print the actual Line Position Numbers to the left of the line descriptions—as if you had hand numbered each line on the form. This number (which is the actual print line on the paper) corresponds to the line position and the total line in the form row maintenance.
- The numbers to the right of the line descriptions are the state assigned line numbers. These correspond to the preprinted line numbers in the form row maintenance.
- This is a good way to compare your forms to the state forms to make sure they are set up correctly.

### FIELDS:

- Form Type: select the form type you wish to print—Accrual or Budget.
- Form #: enter in the form number you wish printed. Click the browse button or press F4 to lookup valid options.
- Printer ID: defaults to the job default printer, but may be changed.
- # of Copies: defaults to 1 copy, but can be changed.
- Print Both Sides: select No, select Duplex to bind on the long edge, or Tumble to bind on the short edge.

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## Form with Row and Heading Information Only-Sample Report

	General Basic (A)	GENERAL SUPPL (B)	MH-DD SERVICES FUND (C)	RURAL SERVICES BASIC (C)	SECONDARY ROADS (F)	OTHER (G)	County No. 21	County Name Solutions Inc	
Form Type A Form 634A									
5/19/09 11:45:16									
Page 1									
1 TAXES LEVIED ON PROPERTY	1								1
2 LESS: UNCOLL DEL TAXES LEVY YEAR	2								2
3 LESS: CREDITS TO TAXPAYERS	3								3
4 =1000 NET CURRENT PROPERTY TAXES	4								4
5 1010 DELINO PROPERTY TAX REVENUE	5								5
6 11XX PENALTIES, INT & COSTS ON TAX	6								6
7 12XX Other County Taxes	7								7
8 13XX Local Option Taxes	8								8
9 14XX Gambling Taxes	9								9
10 15XX TIF Tax Revenue	10								10
11 16XX Utility Replace Excise Taxes	11								11
12 16XX Utility Replace Excise Taxes	12								12
13 Subtotal (Lines 7-11)									
14 INTERGOVERNMENTAL REVENUE:									
15 15XX State Grants	13								13
16 21XX State Replace Against Levied	14								14
17 22XX Other State Tax Replacements	15								15
18 23XX, 24XX State/Fed Pass-Thru Rev	16								16
19 25XX Contributions from Other									
20 Intergovernmental Units	17								17
21 26XX, 27XX State Grants & Entitle	18								18
22 28XX Federal Grants and Entitle	19								19
23 29XX Federal Grants	20								20
24 30XX Federal Grants	21								21
25 31XX Subtotal (Lines 13-20)	22								22
26 4XXX, 5XXX CHARGES FOR SERVICES	23								23
27 6XXX USE OF MONEY & PROPERTY	24								24
28 8XXX MISCELLANEOUS	25								25
29 TOTAL REVENUES	26								26
30 OTHER FINANCING SOURCES:									
31 32XX State Bonds	27								27
32 33XX Other Bonds	28								28
33 9000 From General Basic	29								29
34 90XX From Other Budgetary Fund	30								30
35 Subtotal (Lines 27-29)	31								31
36 91XX PROCEEDS/GEN LONG TERM DEBT	32								32
37 92XX PROCEEDS/GEN FIXED ASSET SALE	33								33
38 TOTAL Revenues and Other Sources	34								34
39 35XX DEBITAL RESOURCES	35								35
40 TOTAL RESOURCES (Lines 33,34)	36								36
41 Less on Nonreplaced Credits									

These numbers correspond to the Preprinted Line Number in the Form Row Maintenance.

These numbers correspond with the Line Positions and the Total Line Positions in the Form Row Maintenance.

## List Forms Used On

The screenshot shows the 'SOLUTIONS VIEW' software interface. The title bar indicates 'Connected 06 May at 11:05 am as: BECKY'. The main window title is 'Accounts Payable / General Ledger; List Forms Used On'. The interface features a dark blue sidebar on the left with 'Functions' and 'Interactive' buttons. The main content area contains several settings for printing reports:

- Print Used On Rows Report:**  (checked)
- Include Assets/Liabilities/Fund Equity:**  (unchecked)
- Include Objects for 634C:**  (unchecked)
- Print Used on Columns Report:**  (unchecked)
- Budgetary Status for Fund Listing:** [Dropdown menu]
- Printer ID:** [Text field with 'P4' and a dropdown arrow]
- # of Copies:** [Spin box]
- Print Both Sides:**  No,  Duplex,  Tumble

At the bottom right, there are 'Exit' and 'OK' buttons. The SOLUTIONS logo is visible in the bottom left corner.

### PROGRAM NOTES:

- Use this option to print a listing of your account codes, revenue and expense codes, and/or object codes and the forms the codes are included on. You can also use this listing to show which funds are included on which forms.
- You have the option of printing all record types or if you leave the ‘include assets/liabilities/fund equity’ field blank, only revenue and expenses will print.
- The program will show all of the record types selected that exist in the description files.
- This listing will display information for both cash/accrual and budget forms.
- If you would like to save the screen defaults, once you have the screen filled in to your preference, press F24 to set the defaults. This way, the next time that you enter the screen, the saved defaults will appear and you will not have to rekey it each time. F24 fields are noted by an ‘\*’ at the end of the field description.

### FIELDS:

- **Print Used on Rows Report:** check the box if you would like to print a listing showing the forms that the revenues and expenses are included on.\*
- **Include Assets/Liabilities/Fund Equity:** check the box if you would the assets, liabilities, and fund equity account codes also shown.\*
- **Include Objects for 634C:** check the box if you would a listing showing which object codes are currently in the form rows for form 634C.\* **You do not currently need this form.**
- **Print Used on Columns Report:** check the box if you would like to print a listing showing what funds are included each report.\*
- **Budgetary Status for Fund Listing:** if you would like to restrict the fund listing to a specific budgetary status, select the appropriate status.\*

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## Forms Used On-Sample (Funds Type 1 & 3)

Date - 6/07/05  
 Time - 12:11:05  
 SOLUTIONS, INC

List Form Columns Used On Report

Program -AA3039  
 Page - 1

		----- Accrual Forms -----					----- Budget Forms -----				
Fund	Description	634A	634B	638R	634C	634D	634A	634B	638R	634C	701BR
01000	General Basic Fund	X	X	X		X	X	X	X		X
02000	General Supplemental Fund	X	X	X	X	X	X	X	X		X
10000	MH-DD Services Fund	X	X	X	X	X	X	X		X	X
11000	Rural Services Basic Fund	X	X	X		X	X	X			X
13000	Events Center Pledge Obl Fund										
14000	Sheriff Undercover Fund	X	X	X		X					X
14001	Sheriff DARE Fund	X	X	X		X					X
14002	Sheriff Canine Fund	X	X	X		X					X
16000	Local Option - Rural Uses	X	X	X		X	X	X			X
17000	Local Option - Any Lawful Use	X	X	X		X	X	X			X
18000	Local Option - Fair	X	X	X		X	X	X			X
18001	LOSST Revenue Fund	X	X	X		X					
18002	LOSST Rev Bond Sinking Fund	X	X	X		X					
18003	LOSST Rev Bond Reserve Fund	X	X	X		X					
19000	Courthouse Restoration	X	X	X		X	X	X			
20000	Secondary Road Fund	X	X	X		X	X	X			X
27000	Reap-Resrc Enhncmnt-Cnsrv	X	X	X		X	X	X			X
28000	Recorders Records Mgt Fnd	X	X	X		X	X	X			X
29000	Suppl Environmental Proj.										
30000	Capital Projects	X	X	X		X	X	X			X
40000	Debt Service Fund	X	X	X		X	X	X			X
42000	Debt Service Fund - G.S.C.	X	X	X		X	X	X			X
43000	Spec Events Ctr Pledge Oblig	X	X	X		X					
55000	Emergency Medical Services										
58000	Assessor's FICA & IPERS Funds										
59000	E-911 Surcharge										
60000	Jnt Co Emergency Mgt Fund										
61000	Spec Appraiser Fund-Assess										
68000	Co.Conserv.L.Acq.Tr.Fund	X	X	X		X	X	X			X
69000	Co. Assessor Agency Fund										

\*\*\* End of Report \*\*\*

- The ‘X’ means that the function/account/revenue code is included on the report.

## Increase/Decrease Lines

The screenshot shows the SOLUTIONS VIEW software interface. At the top, it says 'SOLUTIONS VIEW' with a magnifying glass icon and 'Connected 06 May at 11:05 am as: BECKY'. The main window title is 'Increase/Decrease Form Rows'. On the left, there is a 'Functions' sidebar with 'Continue' and 'Prompt' buttons. The main area contains the following fields and options:

- Form Type:  Accrual Cash  Budget
- Form #:  ...
- Page:
- Starting At:
  - PrePrinted Line#:
  - Print Line Position:
- Increase/Decrease:  Increase  Decrease
- Number Of Lines:

At the bottom right, there is an 'Exit' button and a small icon set.

### PROGRAM NOTES:

- This option is used sparingly and is generally only used when the state makes a form change. If your form setup currently matches the state forms you do not need to use this option.
- Use this option to insert or delete a line within a form. The program will adjust the lines below the affected line accordingly.
- It is recommended that you save your form rows before increasing or decreasing your lines.

### FIELDS:

- Form Type: select if you would like to change Accrual or Budget forms.
- Form #: enter in the form number that you are working with. Click the browse button or press F4 to lookup valid options.
- Page: enter in the page number of the line that you are working with.
- Starting At: enter in the current preprinted line number that you are starting at. Enter in the current print line position you are starting at.
- Increase/Decrease: select to either Increase or Decrease the form rows.
- Number of Lines: enter in the number of lines you wish to increase or decrease by.

### Save the Form Rows File

- No prompt screen
- Recommended you do a save before making changes to the form rows.

## Duplicate a Form

The screenshot shows the SOLUTIONS VIEW software interface. At the top, it says 'SOLUTIONS VIEW' with a magnifying glass icon and 'Connected 06 May at 11:05 am as: BECKY'. The main window title is 'Accounts Payable / General Ledger; Duplicate a Form'. On the left, there is a 'Functions' menu with 'Lookup' selected. The main area contains the following fields:

Current Form Type and Number	<input type="text"/> ... <input type="text"/> ...
Duplicate to Form Type and Number	<input type="text"/> ... <input type="text"/> ...
Replace if exists?	<input type="checkbox"/>
Form Rows?	<input type="checkbox"/>
Form Columns?	<input type="checkbox"/>

At the bottom right, there are 'Exit' and 'OK' buttons. The SOLUTIONS logo is visible in the bottom left corner.

### PROGRAM NOTES:

- You can use this option to duplicate forms or make different types of forms similar. For example, if you have good form rows for budget form 634B but have not kept up on maintenance to cash/accrual form 634B, you can copy the information from the budget form rows to the cash/accrual form rows.
- There is no error checking on this program. Be sure you have the correct to and from forms.
- It is highly recommended that you do a save of your form rows **BEFORE** doing any duplicating.

### FIELDS:

- Current Form Type and Number: select the correct form type (A=Accrual or B=Budget) to copy the information from. Click the browse button or press F4 to lookup valid options to select the appropriate form number.
- Duplicate To Form Type and Number: select the correct form type (A=Accrual or B=Budget) to copy the information to. Click the browse button or press F4 to lookup valid options to select the appropriate form number.
- Replace if Exists?: check the box if you would like to completely replace the 'To' form. Leaving the box blank will simply add in missing information.
- Form Rows: check the box if you would like to add/replace form rows.
- Form Columns: check the box if you would like to add/replace form columns.

Select Form to Print

**PROGRAM NOTES:**

- Use this option to print the form of your choice. You do not need to exit the forms menu to run a form as you can run both cash/accrual and budget forms from this option.
- If you are running budget forms, you will want to change the fiscal year to the correct budget year.
- The screen will stay displayed so that you can run multiple reports. Once you are finished, exit the screen.

**FIELDS:**

- Form Type: select to print either an Accrual Cash or Budget form.\*
- Form #: enter in the form number that you wish to print. Click the browse button or press F4 to lookup valid options.
- Cash/Accrual: if you are running a budget form, leave this field blank. If you are running cash forms, select either Cash or Accrual.\*
- Budget Dollar Type: if you are running a budget form, select to print the Original Requested amounts, the Saved amounts, or the Working amounts. Refer to your Budget Instruction Manual for more information regarding these types. Click the browse button or press F4 to lookup valid options. If you are running a cash/accrual form, leave this field blank.\*
- Fiscal Year: defaults to the cash year just completed, but can be changed. If you are running a budget report, you will want to change it to your budget year.
- 634B Pages to Print: if you would like to just print specific pages of form 634B, enter them here. Otherwise, leave blank.\*
- Printer ID: defaults to the job default printer, but may be changed.\*

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- # of Copies: defaults to 1 copy, but can be changed.\*
- Print Both Sides: select No, select Duplex to bind on the long edge, or Tumble to bind on the short edge.
- OnDemand Options: select No to not send the report to OnDemand, Print & OnD to both print the report and send a copy to OnDemand, or select OnD Only to send the report to OnDemand without printing.\*

### Form Considerations

- When you build a brand new piece of an account number you MAY need to add it to your forms’ rows and columns. This table is to help you determine if an item needs to be added to your form rows and/or columns.

Budgetary Status	Item	Forms Used On-Cash/Accrual (A) or Budget (B)				
		634A	634B	634D	638R	701BR
Type 1: Budgetary	Fund	A, B	A,B	A	A,B	B
Type 2: Non-Budgetary	Fund					
Type3: Non-Budgetary for Worksheet	Fund					
When used in an account number with a budgetary fund:	Account Code			A		
	Function		A,B		A,B	
	Revenue	A, B			A,B	
When used in an account number with a non-budgetary or non-budgetary for worksheet fund:	Account Code					
	Function					
	Revenue					

- This is a **general** guideline for adding items to your form rows and columns. There are exceptions. For example, if you are using a revenue code normally associated with non budgetary funds and you have it connected to a budgeted fund—with activity, you will need to put that revenue code on your forms.