

## My Reports (F14=Spoolfile Options)

The My Reports (F14=Spoolfiles if using green screen) option works similar to WP or 'WRKSPLF'. However with the My Reports function, you have additional capabilities. You can take report into a PDF document, a text document, or a word document. If you are using Microsoft Outlook, you can also put an 'E' in front of the report to email it as a PDF attachment.

You can also change your printers, view, hold, release, and delete your reports as normal here. Pending messages can also be answered here. Printer writers can be accessed from within My Reports.

To access these report features, click on My Reports (or F14) from any menu.

File	TYP	Dev or Que	User Data	Status	Copy	Pages	Date	Time
Opt Form	User	Width	LPI	CPI	Current			
Expense Summary by Fund July	T P	ARCHIVE	AA202011	*READY	1	22	07/13/11 14:33:30	
Expense Summary by Fund (Whole Rpt)	T P	P4	GLCSPFRA	*READY	1	27	07/13/11 14:34:16	
QPJOBLOG	T P	QEJOBLOG	QPADEV0009	*READY	1	111	07/13/11 14:46:41	
Revenue Summary by Fund July	T P	P4	AA202011	*READY	1	21	07/13/11 14:48:39	
Revenue Summary by Fund (Whole Rpt)	T P	P4	GLHXPFRA	*READY	1	6	07/13/11 14:49:11	
Revenue Summary by Service Area July	T P	P4	AA202013	*READY	1	45	07/13/11 15:11:34	
Cash Detail Listings	T P	P4	AULOPFR	*READY	1	12	07/13/11 15:12:03	
Cash Detail Listings	T P	P4	AULOPFR	*READY	1	20	07/13/11 15:12:09	
QPJOBLOG	T P	QEJOBLOG	BECKYA1	*READY	1	19	07/13/11 15:41:58	
QPJOBLOG	T P	QEJOBLOG	QPADEV0009	*READY	1	8	07/14/11 11:04:37	
QPJOBLOG	T P	QEJOBLOG	QPADEV0009	*READY	1	20	07/15/11 14:50:35	
Employee Master File Maintenance/QT&YTD Maintenanc	T P	ARCHIVE	PRP04	*READY	1	1	07/15/11 15:10:51	
Journal Entry List Final Listing	T P	ARCHIVE	AA30101	*READY	1	1	07/15/11 16:19:47	

Grid legend:  
P=PDF  
T=Txt  
D=Doc  
E=EMail  
2=Change  
3=Hold  
4=Delete  
5=View  
6=Release  
7=Message

**OPT Column:** you may key in the option and press enter or right click and select the appropriate option.

P=PDF: enter a 'P' in front of one or more reports to open them as pdfs. Or if you double click one a report, it will take the P option automatically.

T=Txt: enter a 'T' in front of one or more reports to open them as txt documents.

D=Doc: enter a 'D' in front of one or more reports to open them as word documents.

E=Email: enter an 'E' in front of one or more reports to create an email with a pdf attachment.

This applies for Microsoft Outlook users.

2=Change: enter a '2' next to one more reports to change some attributes of the spool file. The change will be applied to all reports you had selected.

3=Hold: enter a '3' next to a report to hold it from printing.

- 4=Delete: enter a '4' next to a report to delete it.
- 5=View: enter a '5' next to a report to display it.
- 6=Release: enter a '6' next to a report to release a held report to a printer.
- 7=Message: enter a '7' next to a report to answer a pending message.

**2=Change**

The screenshot shows the SOLUTIONS VIEW software interface. At the top, it says 'SOLUTIONS VIEW' and 'Connected 15 Jul at 16:42 pm as: BECKY'. The main window is titled 'My Reports' and contains a list of reports. A 'Change Spool Files' dialog box is open over the report list, allowing configuration for the selected report. The dialog includes fields for Printer (ARCHIVE), # of Copies (1), Print Both Sides (\*\*YES), Output Queue (ARCHIVE), Library (MISC), Save After Printing (\*\*NO), Restart Printing (\*\*STRPAGE), and Range to Print (Start: 1, End: \*END). A table on the right shows report details with columns for Pages, Date, and Time. At the bottom of the dialog are buttons for Continue, Lookup, and Previous. Below the dialog, there are Exit, Cancel, and OK buttons, and a status message: 'Link to PC previously verified.'

Pages	Date	Time
Current		
22	07/13/11 14:33:30	
27	07/13/11 14:34:16	
111	07/13/11 14:46:41	
21	07/13/11 14:48:39	
6	07/13/11 14:49:11	
45	07/13/11 15:11:34	
12	07/13/11 15:12:03	
20	07/13/11 15:12:09	
19	07/13/11 15:41:58	
8	07/14/11 11:04:37	
20	07/15/11 14:50:35	
1	07/15/11 15:10:51	
1	07/15/11 16:19:47	

Here is an example of entering a '2' in front of report. You can change the printer, number of copies, the duplex options, tell the report to restart at a certain page, print a specific range of pages, and/or to save the report after printing.

## 5=View

The screenshot shows the SOLUTIONS VIEW software interface. At the top, it says 'SOLUTIONS VIEW' with a magnifying glass icon and 'Connected 15 Jul at 16:42 pm as: BECKY'. Below this is a toolbar with various icons. On the left, there is a 'Functions' sidebar with buttons for 'Left', 'Right', and 'More keys', and a 'Grid legend' section with '1=Select'. The main window is titled 'Display Spooled File' and contains a form with fields for 'File' (AA20201P), 'Control', and 'Find'. To the right of the form are 'Page/Line' (1/3) and 'Columns' (1 - 130) indicators. The main area displays a table of financial data:

Account Number	Description	Budget\$	Used Month	Used YTD	% Used	Remainin
Fund 01.000 General Basic Fund Percent of year 8.49%						
Department 01 Board of Supervisors						
Function 09.000 General County Management						
01.000 09.000 100 01 1	Salary-Regular Employees	123,000	10,250.00	10,250.00	8.33	112,750.0
Officer's Salary						
01.000 09.000 260 01	Office Supplies	400	25.50	25.50	6.38	374.5
01.000 09.000 400 01	Official Pub. & Legal Not.	2,500	63.35	63.35	2.53	2,436.6
01.000 09.000 401 01	Board Proceedings	12,500	1,583.79	1,583.79	12.67	10,916.2
01.000 09.000 412 01	Postage & Mailing	75	.00	.00	.00	75.0
01.000 09.000 413 01 26 139	Employee Travel Expenses	1,600	674.45	674.45	42.15	925.5
Mileage						
01.000 09.000 413 01 26 142	Employee Travel Expenses	500	.00	.00	.00	500.0
Mileage						

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

Here is an example of entering a '5' in front of a report to display it. You can use the control line to quickly navigate the report (B for bottom of the report, T for top of the report, P+1 to advance a page at a time, P5 to go directly to page 5, etc). Use the find line to quickly locate a specific character string (enter a character string and press F16 to find). This field is case sensitive.

# 7=Message

**SOLUTIONS VIEW** Connected 15 Jul at 16:42 pm as: BECKY

**My Reports** For User: BECKY

File	TYP	Dev or Que	User Data	Status	Copy	Pages	Date	Time
Opt Form	User	Width	LPI	CPI	Current			
HW Claim Disbursements 07/15/11	P	P1	APDISBLB	*MESSAGE	1	1	07/15/11 17:15:51	
Expense Summary by Fund July	T P	ARCHIVE	AA202011	*READY	1	22	07/13/11 14:33:30	
Expense Summary by Fund (Whole Rpt)	T P	P4	GLCSPFRA	*READY	1	27	07/13/11 14:34:16	
Revenue Summary by Fund July	T P	P4	AA202011	*READY	1	21	07/13/11 14:48:39	
Revenue Summary by Fund (Whole Rpt)	T P	P4	GLHXPFRA	*READY	1	6	07/13/11 14:49:11	
Revenue Summary by Service Area July	T P	P4	AA202013	*READY	1	45	07/13/11 15:11:34	
Cash Detail Listings	T P	P4	AULOPFR	*READY	1	12	07/13/11 15:12:03	
Cash Detail Listings	T P	P4	AULOPFR	*READY	1	20	07/13/11 15:12:09	
Employee Master File Maintenance/QTD&YTD Maintenanc	T P	ARCHIVE	PRP04	*READY	1	1	07/15/11 15:10:51	

**Grid legend**

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- T=Txt
- D=Doc
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- 3=Hold
- 4=Delete
- 5=View
- 6=Release
- 7=Message

Buttons: Exit, Cancel, OK

Here is an example of having a message waiting. The top report has a message pending.

**My Reports Message**

Load form type 'CHECKS' device P1 writer P1. (G B I H R C)  
 G=Form Type Loaded      I=Ignore Form Type      H=Hold Spoolfile  
 Reply       Press ENTER when Done.

Buttons: OK, Cancel

Once you enter a 7 in front of the report and press enter, the message will appear waiting for your reply. This is an example of a common message—a load forms message that appears when printing checks. On a load forms message, your typical response is a ‘G’ meaning you have loaded the correct form and ready to print. The next job that is a different form type—perhaps a ‘STD’ standard print job will receive the load forms message. The message will not appear again until the form type is different. If you answer with an ‘I’ to ignore the form type, each subsequent print job will also has to answer a message.

You may see other messages here, but the load form type is a common one.

## To Transfer a Report to Excel

If you save the report as a text file, you can import the file into Excel. On your Solutions session, generate the report that you wish to transfer to the PC. Put the report on hold, send it to an inactive printer, or stop the normal printer. You do not want the report to actually print.

- Click on My Reports
- Open the report as a .txt document by placing a 'T' in front of the report and press enter.
- Save the report to your PC.
- Open Excel.
  - You will need to click on Open and then find the file on your desktop. You will need to change the 'File of Type' to all files.
  - You do not want to simply right click on the saved file and select 'Open With' Excel. This will put all of your data into a single cell.
- On the Text Import Wizard step 1, you most likely will want to select Fixed Width and then click next.
- On the Text Import Wizard step 2, you can arrange where the columns will be. You can slide a column by clicking and sliding an arrow/column indicator. You can add a column by clicking a point. You can remove a column by double clicking on an existing column indicator. When finished, click next.
- On the Text Import Wizard step 3, specify which column data format you prefer (I generally change mine to text). Click finish.
- You may need to adjust your column widths once fully imported into Excel.
- Save as an Excel spreadsheet.