

Module 4

Customizing Reports

If you produce printed reports, you can customize the appearance of the reports various formatting commands. The commands discussed in this module are:

- Embedded Values
- Positioning Columns
- Nosplit
- Skip-line
- Under-line
- Fold-line
- Page-Break Repage
- Subhead / Subfoot
- On Table Subhead / Subfoot

Supporting Documents/Files:

- FOCUS Documentation
- CIRS Data Element Dictionary

Overview

FOCUS provides a variety of formatting options that enable you to customize your reports. For example, you can specify column positions and page breaks, make detailed reports easier to read, and provide a variety of headings and footings to clarify the information in your report.

Note: These commands are only useful if you are preparing printed reports. Most formatting commands are ignored when the ON TABLE HOLD command is used.

Embedded Values

This command allows you to retrieve values for a fieldname and place them in a heading or footing. The syntax is:

" user supplied text <fieldname "

- If used in a heading, it will retrieve the first value it finds for the fieldname.
- If used in a footing, it will retrieve the last value it finds for a fieldname.

Embedded Values Example

The request below uses embedded values in the heading to supply the value used in the screening statement and the Data As Of Date of the file.

Report Commands:

```

-* R03 POSITION COUNT
EX AC
TABLE FILE AC
HEADING
"COUNT OF <AC:CBID POSITIONS"
"DATA AS OF <AC:DAO"
COUNT AC:POSITION
IF AC:CBID EQ R03
END
    
```

Report Generated:

```

COUNT OF R03 POSITIONS
DATA AS OF 07/05/2002

AC:POSITION
COUNT
-----
                3965
    
```

Positioning Columns

By default, FOCUS places two blank spaces between columns. You can override the default for column positions and spacing by specifying the absolute or relative column position on a report. The syntax is:

sort/display fieldname IN # or IN +#

- To specify the absolute column position of a column, use the command **IN #**. For example:

```
-* EMPLOYEE REPORT
EX AC
TABLE FILE AC
PRINT AC:LASTNAME
      AC:AGE IN 15
IF RECORDLIMIT EQ 1
END
```

AC:LASTNAME	AC:AGE
-----	-----
BEAVER	63

- To increase or decrease the position of a column relative to the previous column, use the command **IN +#**. For example:

```
-* EMPLOYEE REPORT
EX AC
TABLE FILE AC
PRINT AC:LASTNAME
      AC:AGE IN +5
IF RECORDLIMIT EQ 1
END
```

AC:LASTNAME	AC:AGE
-----	-----
BEAVER	63

Nosplit

Allows data to be kept on one page (where possible) by the SORT field.
The syntax is:

BY fieldname NOSPLIT

- Only one NOSPLIT is allowed per report request.

Nosplit Example

Report Sample:

```

-* EMPLOYEES BY UNIT
EX AC
TABLE FILE AC
PRINT AC:WNAME
BY AC:UNIT NOSPLIT
END

```

Report Generated:

```

PAGE      1
UNIT      AC:WNAME
-----
100      ANT, GEORGE
          JAGUAR, JOHN
          SALMON, FRED E
          JONES, CHARLES  B
          BEAVER, PAUL J
          GROILLA, JOAN
          COYOTE, CHRISTPHER K
          NEWT, KATHERINE
          FROG, NANCY L

PAGE      2
UNIT      AC:WNAME
-----
101      BEAR, ROBERT G
          RHINO, GARRY      J
          GORILLA, MARSHA  D
          WHALE, DONALD    M

```

Skip-Line

This command can be used with BY or a display command to insert a blank line. The syntax is:

BY/display fieldname SKIP-LINE

- If used on BY, a blank line will display before the sort value changes.
- If used on a display field, a blank line will display after every line of data.
- Only one SKIP-LINE is allowed per request.

Skip-Line Example

The example below uses the skip-line command to produce a blank line between each employee record.

Report Request:

```
-* EMPLOYEE REPORT
EX AC
TABLE FILE AC
PRINT AC:LASTNAME AC:POSIT16 AC:SALARY
BY AC:SSA SKIP-LINE
IF RECORDLIMIT EQ 3
END
```

Report Generated:

AC:SSA	LAST NAME	AC:POSIT16	AC:SALARY
-----	-----	-----	-----
111-11-2746	FRANKS	000-714-9581-108	\$3,353.00
222-22-7933	BOWER	000-101-9694-014	\$2,029.00
333-33-2761	DEE	000-745-6699-001	\$2,390.00

Under-Line

Generates a dashed line across the page whenever the value of the display command or sort field changes. The syntax is:

BY/display fieldname UNDER-LINE

- Can be used on the sort or display command lines.
- Only one UNDER-LINE command is allowed per report request.

Under-Line Example

The example below uses the under-line command to produce a dashed line between each employee record.

Report Request:

```

-* EMPLOYEE DATA BY SSN
EX AC
TABLE FILE AC
PRINT AC:LASTNAME AC:POSIT16 AC:SALARY
BY AC:SSA UNDER-LINE
IF RECORDLIMIT EQ 5
END

```

Report Generated:

AC:SSA	LAST NAME	AC:POSIT16	AC:SALARY
-----	-----	-----	-----
111-03-2746	FRANKS	000-714-9581-108	\$3,353.00
222-24-7933	BOWER	000-101-9694-014	\$2,029.00
333-32-2761	DEE	000-745-6699-001	\$2,390.00
444-26-9508	BROWNE	000-340-9678-003	\$723.00
555-38-8345	MILLER	000-713-2422-003	\$2,339.00

Fold-Line

Using FOLD-LINE compresses a report into fewer columns across the page. The syntax is:

BY/display fieldname FOLD-LINE

- If used with a display field, the remaining display field(s) will be placed under the preceding field.
- When used with a BY field, the remaining sort and display fields will be placed on a separate line when the sort field changes value.
- The FOLD-LINE option can only be specified once in a report request.
- The "folded" line is indented two spaces.

Fold-Line Example

The example below uses the fold-line command to narrow the width of the report by folding the display fields under the sort value.

Report Sample:

```
-* EMPLOYEE NAME BY UNIT
EX JACPS
TABLE FILE AC
PRINT AC:SSA PS:TITLEA AC:CBID AC:TIMEBASE AC:SALARY
BY AC:WNAME FOLD-LINE
IF RECORDLIMIT EQ 1
END
```

Report Generated:

```
AC:WNAME
-----
AC:SSA          PS:TITLEA          CBID  TIME  AC:SALARY
-----          -----          ----  ----  -----
AUSTIN-GREEN,  BRYAN L
333-33-3333    LECTURER D, AY    R03   FT    $4,908.00
```

Page-Break Repage

Starts a new page whenever the value of the sort field changes value. The syntax is:

BY fieldname PAGE-BREAK [REPAGE]

- PAGE-BREAK is allowed once per report request.
- Use the command REPAGE to reset the page number to '1' whenever the sort field changes value.

Page-Break Repage Example

In the example below the repage command is used with the page-break command to set the page number to 1 each time the agency code changes.

Report Request:

```
-* TOTAL SALARY BY AGENCY
EX AC
TABLE FILE AC
SUM AC:SALARY
BY AC:AGENCY PAGE-BREAK REPAGE
END
```

Report Generated:

```
PAGE      1

AGY              AC:SALARY
---             -
100              $96,798.46

PAGE      1

AGY              AC:SALARY
---             -
200              $29,644.35

PAGE      1

AGY              AC:SALARY
---             -
300              $73,663.33
```

Subhead / Subfoot

Allows text to be placed before or after the sort field changes value. The syntax is:

**BY fieldname SUBHEAD or SUBFOOT
"user supplied text"**

- Subhead places text (similar to a heading) before the sort field changes value.
- Subfoot places text (similar to a footing) after the sort field changes value.
- Only one subhead and subfoot are allowed in a table request.
- Report requests can contain up to 57 lines of heading and footing text.
- Each line can be up to 130 characters in length (including the double quotes).
- Use a spot marker for blank lines (e.g., "</#").

Subhead Example

The report below identifies the total deduction amount by deduction code for the January 2002 pay period. It uses the subhead command to produce a line of text each time the sort field changes. The text line contains a spot marker to embed the value of the deduction name.

Report Request:

```
-* EMPLOYEE NAME BY UNIT
EX PH
TABLE FILE PH
SUM PH:DEDAMT
BY PH:DEDID SUBHEAD
"SUMMARY FOR <PH:DEDNAME </1"
IF PH:PAYPDDTE EQ 200301
END
```

Report Generated:

```
DED ID  PH:DEDAMT
-----  -----
SUMMARY FOR PERS ADJ
003  $4,088.57

SUMMARY FOR PERS REDPST
004  $39,254.15

SUMMARY FOR PST/DPA ADJ
006  $713.29

SUMMARY FOR PST/UC ADJ
007  $1,511.93

SUMMARY FOR PERS ADDNL
008  $15,050.00

SUMMARY FOR FIXED MAINT
011  $1,265.00
```

Subfoot Example

The report below lists employee pay and retirement withholding information for the January 2002 pay period. The subfoot command is used with a spot marker to generate a text line that identifies the employee retirement account code.

Report Request:

```
-* EMPLOYEE RETIREMENT INFO
EX PH
TABLE FILE PH
PRINT PH:LASTNAME
      PH:GROSSPAY
      PH:RETSTSHR
BY PH:SSA SUBFOOT
"RETIREMENT ACCOUNT CODE: <PH:ACCNTCD </1"
IF PH:PAYPMETYP EQ 0
IF PH:PAYPDDTE EQ 200301
IF RECORDLIMIT EQ 5
END
```

Report Generated:

PH:SSA	PH:LASTNAME	PH:GROSSPAY	PH:RETSTSHR
-----	-----	-----	-----
001-14-9999	BEAR	\$1,626.37	\$161.56
RETIREMENT ACCOUNT CODE: 08			
001-24-9999	RHINO	\$1,992.67	\$139.36
RETIREMENT ACCOUNT CODE: 08			
001-34-9999	SNAKE	\$1,569.60	\$.00
RETIREMENT ACCOUNT CODE: N			
001-44-9999	GORILLA	\$5,232.00	\$519.75
RETIREMENT ACCOUNT CODE: 08			
001-54-9999	MONKEY	\$5,232.00	\$519.75
RETIREMENT ACCOUNT CODE: 08			

On Table Subhead / Subfoot

Allows text to be placed only the first or last page of the report output. The syntax is:

ON TABLE SUBHEAD or SUBFOOT
“user supplied text”

- ON TABLE SUBHEAD will provide text only on the first page of the report output, followed immediately by the page heading and column titles.
- ON TABLE SUBFOOT will provide text that appears as the last line(s) on the last page of the report.
- Report requests can contain up to 57 lines of heading and footing text.
- Each line can be up to 130 characters in length (including the double quotes).
- Use a spot marker for blank lines (e.g., "</#").

On Table Page-Break Subhead / Subfoot

PAGE-BREAK is an optional phrase that prints text on a separate page before or after the report output. The syntax is:

ON TABLE PAGE-BREAK AND SUBHEAD or SUBFOOT
“user supplied text”

- The text for SUBHEAD will display as Page 1 of the report. The report output will begin on Page 2.
- The text for SUBFOOT will display after the report output on a page by itself. The page will not display a page number.

On Table Subhead / Subfoot Example

Multiple commands are used in the request below to produce customized text lines. In addition to the text produced by the HEADING and FOOTING commands, the SUBHEAD command is used to produce a cover sheet, and the SUBFOOT command is used to produce a 'signature' on the final page of the report.

Report Request:

```
-* PERMANENT APPOINTMENTS
EX TR
TABLE FILE TR
PRINT TR:LASTNAME
      TR:POSIT16
      TR:FTE
BY TR:AGENCY
BY TR:UNIT
IF TR:EFFDATE FROM 08012003 TO 08302003
IF TR:TRANCODE EQ A50
```

HEADING CENTER

```
"PERMANENT APPOINTMENTS EFFECTIVE AUGUST, 2003"
"BY AGENCY CODE AND UNIT </1"
```

FOOTING

```
"CONFIDENTIAL - HANDLE ACCORDINGLY"
```

ON TABLE SUBFOOT

```
"PREPARED BY JANE DOE, PERSONNEL"
```

ON TABLE PAGE-BREAK AND SUBHEAD

```
"HI MARY, HERE IS THE LIST OF NEW APPOINTMENTS"
"PLEASE CALL ME IF YOU HAVE QUESTIONS"
"JANE EXT 4567
```

```
END
```

On Table Subhead / Subfoot Example, Con't

Report Generated:

PAGE 1
 HI MARY, HERE IS THE LIST OF NEW APPOINTMENTS
 PLEASE CALL ME IF YOU HAVE QUESTIONS
 JANE EXT 4567

PAGE 2
 PERMANENT APPOINTMENTS EFFECTIVE AUGUST, 2003
 BY AGENCY CODE AND UNIT

AGENCY	UNIT	TR:LASTNAME	TR:POSIT16	TR:FTE
-----	----	-----	-----	-----
001	150	BABOON	001-150-3306-025	1.0000
	401	MONKEY	001-401-3312-006	1.0000
002	300	KANGAROO	002-300-2482-005	.5000
	737	GIRAFFE	002-737-3300-003	1.0000

CONFIDENTIAL--HANDLE ACCORDINGLY

PAGE 3
 PERMANENT APPOINTMENTS EFFECTIVE AUGUST, 2003
 BY AGENCY CODE AND UNIT

AGENCY	UNIT	TR:LASTNAME	TR:POSIT16	TR:FTE
-----	----	-----	-----	-----
003	102	NEWT	003-102-2484-008	.4000
	208	CHEETA	003-208-1127-054	1.0000
	450	GORILLA	003-450-3300-411	1.0000

CONFIDENTIAL--HANDLE ACCORDINGLY
 PREPARED BY JANE DOE, PERSONNEL

Module 4

Practice

Reproduce a report that is formatted similar to the PIMS employment history inquiry screen.

- Use the fold-line command to narrow the width of the report
- Page-break by employee
- Position transaction suffix next to transaction code without spaces
- Place a blank line between multiple position sequences
- Add text on the first page only to identify the purpose of the report

Report Generated:

```
PAGE      1
THIS REPORT PROVIDES A SUMMARY OF EMPLOYEMNT HISTORY BY
EMPLOYEE.
```

```
PAGE      1
                EMPLOYEE HISTORY/SYNOPSIS

      EFFECTIVE  TRAN  POSITION NUMBER      ENTRY  ACCT  TIME
      DATE      CODE  AGY-UNT-CLASS-SER  DATE   CODE  BASE
      -----  ---  -----
000-00-0000  KANGAROO, JEFF
01  09/01/1995  S31  000-128-2358-911  01/02/1996  NM  012060
      07/01/1995  CRO  000-128-2358-911  01/02/1996  NM  012060
      08/22/1995  A52C 000-128-2358-911  05/24/1995  NM  012060

02  07/01/2002  GEN  000-531-3074-001  07/19/2002  08  FT
      MSA  000-531-3074-001  06/27/2002  08  FT
      04/01/2002  GEN  000-531-3074-001  05/17/2002  08  FT
      01/11/2002  A59  000-531-3074-001  04/19/2002  08  FT
      09/10/2002  S60C 000-531-3074-001  04/19/2002  08  FT
```

Report Request:

Compose the report request online, or on a separate piece of paper, if desired.

What You Have Learned

In this module you learned how to:

- Embed values in headings and footings
- Specify a page breaks and column positions
- Prevent widow lines
- Make detailed reports easier to read with blank or dashed lines
- Add a variety of headings and footings to clarify the data