

PRPT

PRPT OSPS -- AGENCY REPORT SELECTION

SCREEN PURPOSE

The PRPT OSPS – Agency Report Selection screen does the following:

- Sets the number of paper copies of the B470CM OSPS Leave Accrual Detail Transaction Register and XREF46D Payroll Register an agency will receive
- Selects the reports the agency will receive in PDF format

Agency payroll has access to select the PDF reports. Only OSPS has access to request paper reports.

Only the B470CM and XREF46D are available in paper format.

OSPA has edits that require agencies to receive the following in PDF format:

- B470CM OSPS Leave Accrual Detail Transaction Register Check Distribution Code Management Report
- XREF43 Payroll Register Detail Alpha
- XREF46D Payroll Register OR ID Version

Users cannot change the list of reports displayed on the screen.

ALSO KNOWN AS

PRPT

PREREQUISITES, IF ANY

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SCREEN ACCESS KEY SEQUENCE

Start from a blank screen. If you do not, you must enter the agency number.

PRPT agency (PRPT #####)

Agency = OSPA agency number, #####. Optional, if you start from a blank screen, it will default to your log-on agency.

Questions? Contact the OSPS Help Desk PRPT.doc

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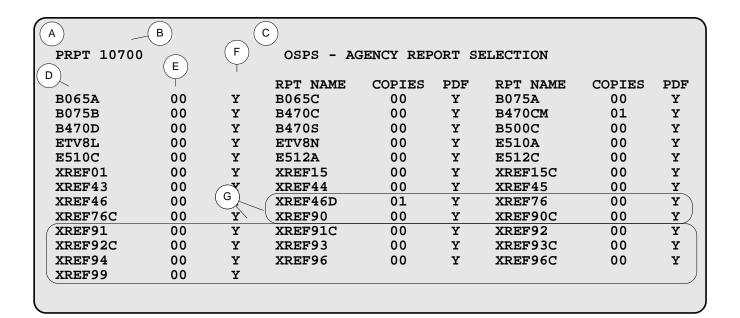
Telephone: 503-378-6777

3/4/2011



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SCREEN ELEMENTS



LEGEND

No.	Description
Α	Screen designation. Part of screen access key sequence, required.
В	Agency number, #####. Part of screen access key sequence, optional. If you signed on with an agency number (rather than ALL) and you start with a blank screen, OSPA will default to that agency.
С	Screen title. Protected.
D	Report name. Protected. See Notes.
Е	Number of paper copies of the designated report that your agency will receive, ##, 00 or 01. Only OSPS has access to this field.
F	If Y, agency will access this report in PDF format at a secure website
G	SFMA cost distribution reports. See Notes.

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NOTES

RPT NAME – the report titles for the reports listed on the PRPT include:

RPT NAME	Report Name		
B065A	Timesheet Audit & Control by Agency – Alpha or Batch		
B065C	Timesheet Audit & Control by Agency – Work Charge		
B075A	Gross Pay Adjustments (IR)		
B075B	Gross Pay Adjustments		
B470C	OSPS Leave Accrual – Detail Transaction Register – Check Distribution Code		
B470CM	OSPS Leave Accrual – Detail Transaction Register – Check Distribution Code – Management Report		
B470D	OSPS Leave Accrual – Detail Transaction Register Alpha		
B470S	OSPS Leave Accrual – Comments Summary		
B500C	Detail Labor Distribution Prorate – Work Charge		
ETV8L	List of Daily Time Sheets with a Supervisor Lock		
ETV8N	List of Daily Time Sheets without a Supervisor Lock		
E510A	Agency Overtime Report Alpha		
E510C	Agency Overtime Report RDC		
E512A	FMLA/OFLA Leave Hours		
E512C	FMLA/OFLA Leave Hours by RDC		
XREF01	Deduction Reconciliation		
XREF15	Deduction Register Summary – Deduction Code		
XREF15C	Deduction Register Summary – Deduction Code – Combined Runs		
XREF43	Payroll Register Detail Alpha		
XREF44	Payroll Register Detail – Alpha – Combined Runs		
XREF45	Payroll Register Detail – Check Distribution Code		
XREF46	Payroll Register Detail – Check Distribution Code – Combined Runs		
XREF46D	Payroll Register Detail EID		
XREF76	Deduction Register Detail – Deduction Code		
XREF76C	Deduction Register Detail – Deduction Code – Combined Runs		
XREF90	SFMS Cost Distribution – Alpha		
XREF90C	SFMS Cost Distribution – Alpha – Combined Runs		
XREF91	SFMS Cost Distribution – PCA/Index Object		
XREF91C	SFMS Cost Distribution – PCA/Index Object– Combined Runs		
XREF92	SFMS Cost Distribution – PCA/Index/Project/Grant Object		
XREF92C	SFMS Cost Distribution – PCA/Index/Project/Grant – Object – Combined Runs		
XREF93	SFMS Cost Distribution – Object		
XREF93C	SFMS Cost Distribution – Object – Combined Runs		
XREF94	SFMS Cost Distribution – PCA/Index/Project/Grant – Object – Mass Transit		
XREF96	SFMS Cost Distribution – Labor Cost – Name		
XREF96C	SFMS Cost Distribution – Labor Cost – Name – Combined Runs		
XREF99	Hours by Agency		

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Your agency will receive additional "standard" OSPA reports that are not included on this screen.

For additional information about OSPA / SFMA reports, see the OSPA Reference Manual, Report Descriptions.

SCREEN MESSAGE CODES

Code	Message with Code	Description
PR02	PDF FLAG MUST BE Y OR N	The PDF field must have a Y or N
PR03	ACCESS NOT AUTHORIZED	Access not permitted to screen
PR06	AGENCY MUST BE NUMERIC AND GREATER THAN 00000	You did not start from a blank screen or include an agency number as part of the screen access key sequence. If you do not start with a blank screen, OSPA will not default to your log-on agency.

See OSPA Reference Manual, Codes, Screen Message Codes for an alphanumeric list of codes.

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

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OSPA Screen Interactions Affected By

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DIRECTLY AFFECTS

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INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

General Information, Update

REVISION HISTORY

Date	Rev. No.	Modification
05/08/06	1.0	Original
05/19/06	1.1	B075A, B075B, ETV8L, ETV8N, E512A, E512C, XREF46D added. B500A removed.
08/13/09	1.2	WR #3547, one copy of XREF46D required; WR #3300, B470S added to screen
07/28/10	1.3	WR #3678, 3657, PDF reports
03/01/11	1.4	WR #3718, limit COPIES access to OSPS, limit # of copies to 01, require PDF:Y for XREF43, XREF46D and B470CM, delete PR01 and PR05 messages

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