DAS
DEPARTMENT OF
ADMINISTRATIVE
S E R V I C E S
STATE CONTROLLER'S
DIVISION

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.

SCREEN ELEMENTS

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 Ⓐ            Ⓑ          Ⓒ
  PRPT 10700      Ⓕ       OSPS - AGENCY REPORT SELECTION
          Ⓔ
 Ⓓ                       RPT NAME   COPIES   PDF    RPT NAME   COPIES   PDF
  B065A       00    Y     B065C        00      Y     B075A        00      Y
  B075B       00    Y     B470C        00      Y     B470CM       01      Y
  B470D       00    Y     B470S        00      Y     B500C        00      Y
  ETV8L       00    Y     ETV8N        00      Y     E510A        00      Y
  E510C       00    Y     E512A        00      Y     E512C        00      Y
  XREF01      00    Y     XREF15       00      Y     XREF15C      00      Y
  XREF43      00    Y     XREF44       00      Y     XREF45       00      Y
  XREF46      00    Ⓖ     XREF46D      01      Y     XREF76       00      Y
  XREF76C     00    Y     XREF90       00      Y     XREF90C      00      Y
  XREF91      00    Y     XREF91C      00      Y     XREF92       00      Y
  XREF92C     00    Y     XREF93       00      Y     XREF93C      00      Y
  XREF94      00    Y     XREF96       00      Y     XREF96C      00      Y
  XREF99      00    Y
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LEGEND

No.	Description
A	Screen designation. Part of screen access key sequence, required.
B	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.
C	Screen title. Protected.
D	Report name. Protected. See Notes.
E	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.

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

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 INTERACTIONSAFFECTED 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