

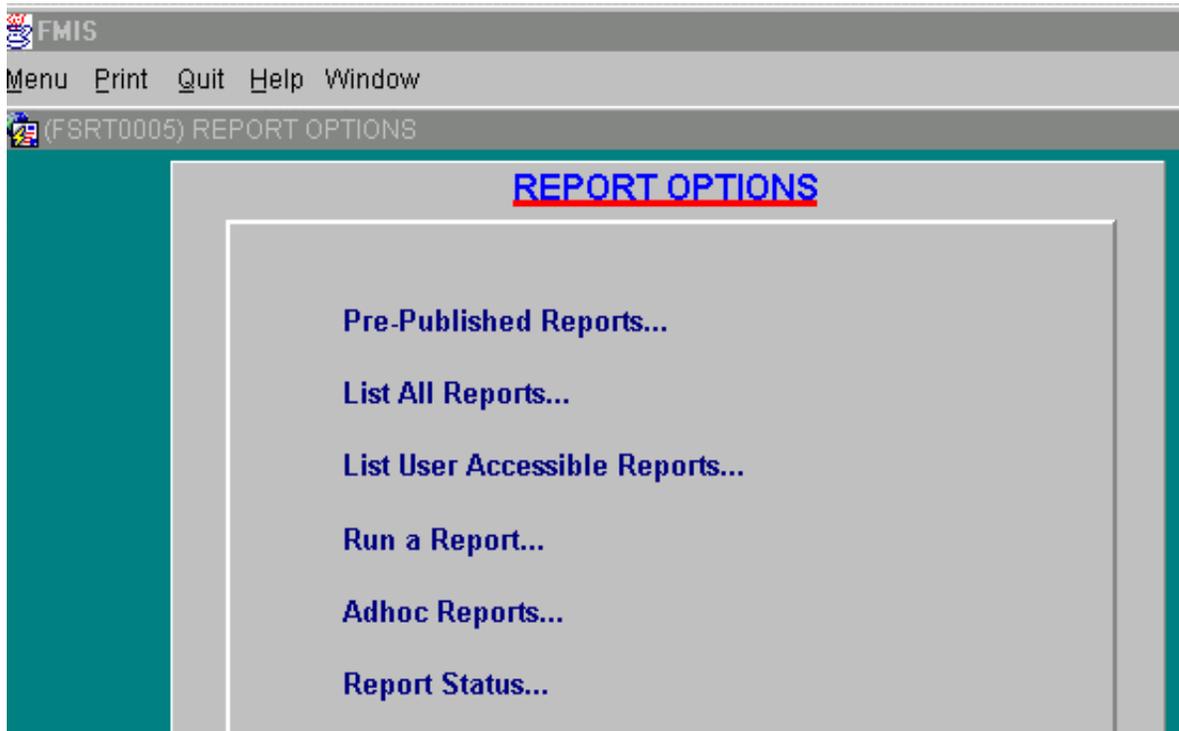
## CHAPTER 9 REPORTS

The types of reports available are Standard, Ad hoc and Freeform. Standard reports are canned reports with pre-established formats and criteria. Ad hoc reports are reports with pre-established formats but the user can include specific criteria for the reports. Most reports may be accessed by cost center for the past 12 months or 10 fiscal years. Reports (except Ad hoc) also may be generated for U.S. Summary totals or for all States. In some reports, a title must be entered. A pop up message will be launched if it is required.

### 9.1 REPORT OPTIONS

Several options are available for access to reports. FIGURE 9.1 shows all options. Users may access available PRE-PUBLISHED REPORTS or generate a report via RUN A REPORT, LIST USER ACCESSIBLE REPORTS and ADHOC REPORTS.

FIGURE 9.1



### 9.2 PUBLISHED REPORTS

Published reports are standard reports that are generated and available daily, monthly, quarterly and yearly (FY). Daily reports are available for the past 30 days. They are processed nightly for daily transactions. The user may select the appropriate cycle period as shown in FIGURE 9.2.

FIGURE 9.2

**FMIS 4.0 Published Reports**

<a href="#">Daily</a>	Reports which are run daily. Thirty most recent calander days are available.
<a href="#">Monthly</a>	Reports which are run monthly. Twelve most recent business months are available, as well as monthly reports from previous FY ends back to end of FY 2001.
<a href="#">Quarterly</a>	Reports which are run Quarterly. Twelve most recent quarters are available.
<a href="#">Yearly</a>	Reports which are run at fiscal year end. Ten most recent years are available.

All FMIS 4.0 reports are in Acrobat PDF format. To view, print, and save reports you must have the most recent Acrobat Reader.

You can download Acrobat Reader 4.0 for free here: 

**9.2.1 Reports Cycle**

Select a report cycle period from FIGURE 9.2. The Report Date screen is launched. In FIGURE 9.2A, Published monthly reports may be selected by Report Date. For Monthly Reports, the user has the option of 12 previous months.

FIGURE 9.2A

[Published Reports Menu](#)

**FMIS 4.0 Published Reports**

<b>Monthly Reports</b>
REPORT DATE
<a href="#">12-2002</a>
<a href="#">11-2002</a>
<a href="#">10-2002</a>
<a href="#">09-2002</a>
<a href="#">08-2002</a>

**9.2.2 PUBLISHED REPORTS AVAILABLE**

Once the user selects a cycle period, a list of reports by ID and description will be displayed as shown in the FIGURE 9.2B for Monthly Reports. Certain reports, such as W97A, are available by cost center and nationwide. When applicable, a selection screen will appear. Select by clicking the appropriate Report ID. The report is then displayed in Adobe Acrobat.

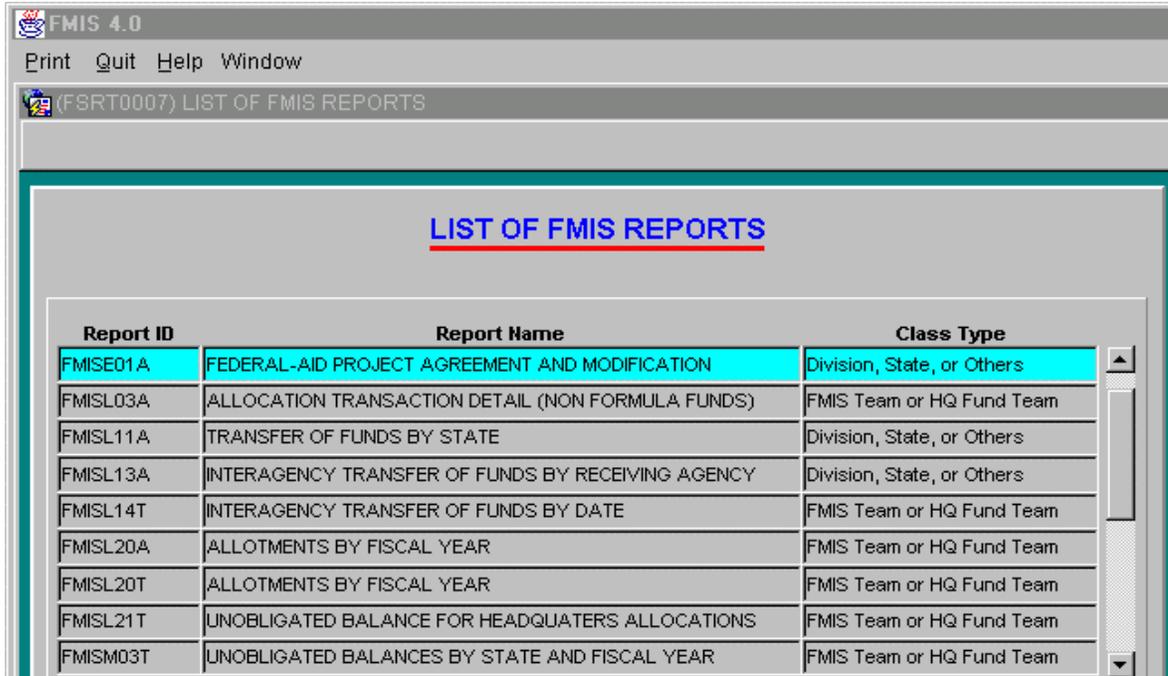
**FIGURE 9.2B**

Published Reports Menu			
FMIS 4.0 Published Reports			
Monthly Reports For 12-2002			
REPORT ID	REPORT DESCRIPTION	SIZE (Bytes)	SIZE (Category)
<a href="#">FMISL09A</a>	PRIOR YEAR RETURN TRANSACTIONS	10,802	Small
<a href="#">FMISM28A</a>	OBLIGATIONS IN RELATIONS TO FISCAL YEAR APPORTIONMENT	2,795,773	Large
<a href="#">FMISM38A</a>	OBLIGATION STATUS REPORT	239,375	Small
<a href="#">FMISM60A</a>	STATUS OF FEDERAL-AID HIGHWAY FUNDS	559,568	Medium
<a href="#">FMISM65A</a>	ACCESS ROAD FUNDS BY APPROPRIATION	292,035	Small
<a href="#">FMISM79A</a>	FEDERAL HIGHWAY PROGRAMS	85,493	Small
<a href="#">FMISM80A</a>	FEDERAL HIGHWAY PROGRAMS - OUTLAYS	184,882	Small
<a href="#">FMISM85A</a>	POOLED-FUND SP&R AND NATL COOPERATIVE HWY RESEARCH PROGRAM	919,326	Medium
<a href="#">FMIST51A</a>	PROGRAM CODES - RECODE TABLE	2,326,272	Large
<a href="#">FMISW97A</a>	FUND BALANCES	132,789	Small

**9.3 LIST ALL FMIS REPORTS**

To view a list of all reports, select LIST OF FMIS REPORTS (FIGURE 9.3) from the REPORTS OPTIONS menu. *Note: Reports cannot be submitted for execution from this screen.*

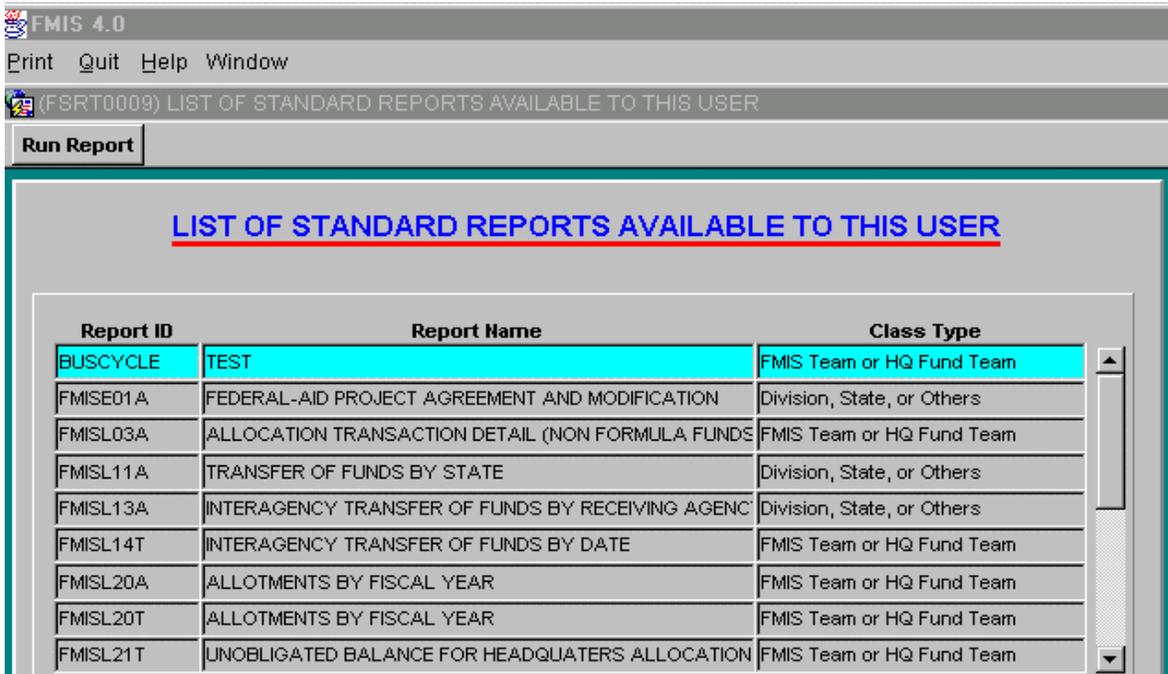
FIGURE 9.3



### 9.4 LIST USER ACCESSIBLE REPORTS

Reports available to a user is based on the user’s profile. Users can view a list of their accessible reports by selecting LIST USER ACCESSIBLE REPORTS. Users may also submit a report from this screen (FIGURE 9.4) by highlighting the Report ID and clicking Run Report. The appropriate format will be displayed as shown in FIGURES 9.5A-9.5E.

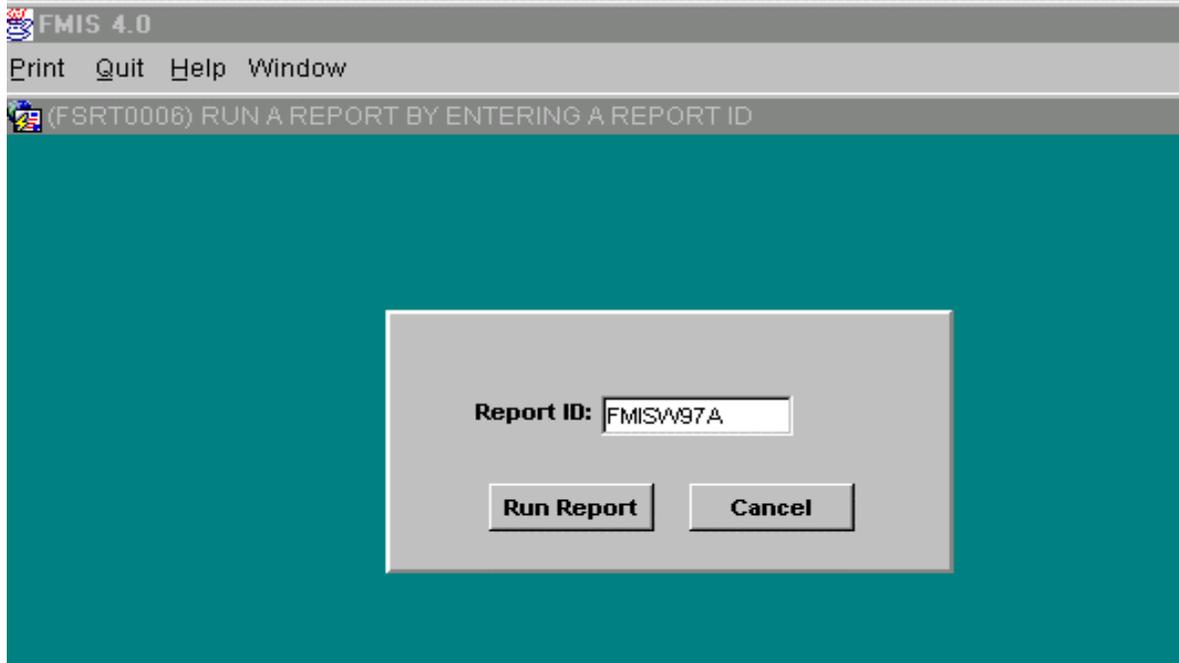
FIGURE 9.4



## 9.5 RUN A REPORT

Reports may be selected from LIST OF STANDARD REPORTS AVAILABLE TO THIS USER or RUN A REPORT from the REPORTS OPTION menu. From this screen (FIGURE 9.5), enter a Report ID, i.e., FMISW97A or W97A. Click RUN REPORT. The options available to run reports are by Cost Center, Program Code/Recode, Date, and Project Number (FIGURES 9.5A-9.5E). To exit screen, click CANCEL.

FIGURE 9.5



### 9.5.1 Reports Run By Cost Center

If a report is generated by cost center, the screen in FIGURE 9.5A is displayed. Select Business Month (current or month-end date) and Cost Center, if appropriate.

FIGURE 9.5A

FMIS 4.0  
Print Quit Help Window  
(FSRT0010) REPORTS RUN BY COST CENTER  
Submit Report Status

**Reports Run By Cost Center**

Report ID: FMISW97A : FUND BALANCES

Title: \_\_\_\_\_

Business Month: CURRENT

Report Type:  
 US Totals  
 Nation Wide  
 Selected Cost Centers

Pick a Cost Center: 00

Selected Cost Centers:

■	■	■
■	■	■
■	■	■

Delete

9.5.2 Reports Run By Date

If a report requires date only, the screen in FIGURE 9.5B is displayed. Select appropriate date in BUSINESS MONTH.

FIGURE 9.5B

FMIS  
Print Quit Help Window  
(FSRT0012) REPORTS RUN BY DATE  
Submit Report Status

**Reports Run By Date**

Report ID: FMIST51A : APPROPRIATIONS - RECODE TABLE

Business Month: CURRENT

Title: \_\_\_\_\_

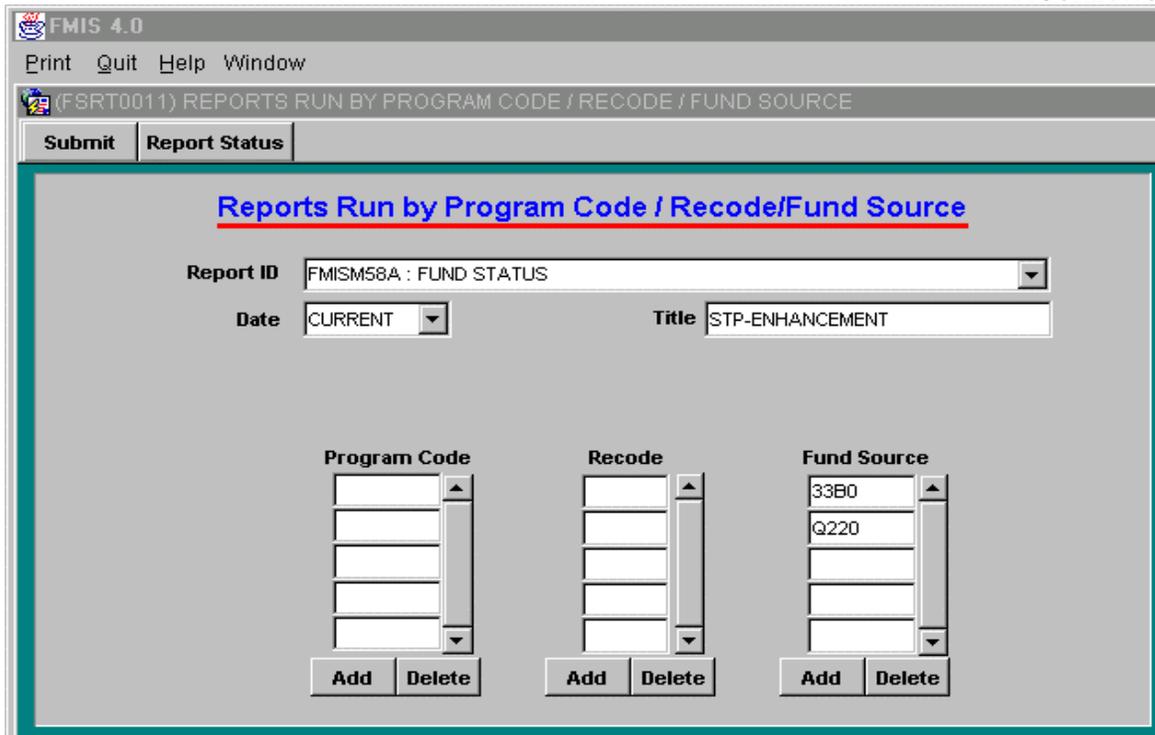
**9.5.3 Reports Run By Program Code/Recode/Fund Source**

When a report requires funding categories, enter Program Code, Recode or Fund Source, as appropriate. (Refer to report T51A – Program Codes – Recode Table for listing of Program Code, Recodes and Fund Source.)

- A combination of Program Codes, Recodes and Fund Source may be entered. However, codes should not be entered as combinations. For examples, Recode 321 (STP) and Program Code Q240 (STP Flexible) should not be used together, Program Code Q130 (Bridge-Skill Training) and Fund Source Q100 (Bridge) should not be combined, etc.
- If Program Code is selected, enter all program codes for fund totals, i.e., fund source and subsidiaries (for example, Q100, Q130, etc.).
- To add codes, click ADD.
- To delete, highlight the code; then click DELETE.
- Select a date (required).
- Enter a title (required).

FIGURE 9.5C shows Fund Source (33B0 and Q220, STP- Enhancement) rather than Program Code.

**FIGURE 9.5C**



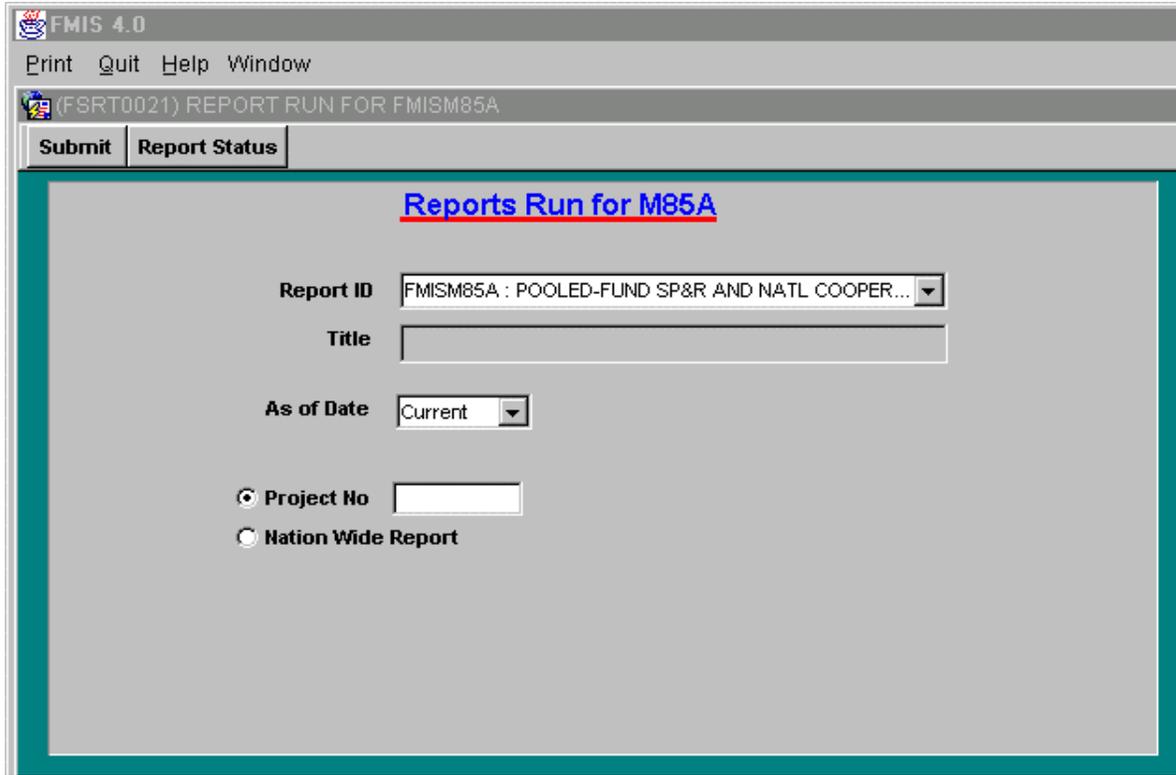
**9.5.4 Reports Run By Project Number**

Reports generated by project number will use the screens in FIGURE 9.5D or 9.5E that follow. Select Cost Center and Business Month or Transaction Dates. For Report W96A (FHWA-37), the project # is optional. This report also can be run by Transaction numbers identified from the Transaction Log.

**FIGURE 9.5D**

Another format screen by project numbers is shown in FIGURE 9.5E for FMISM85A. Select As of Date and Project No. Click Nationwide Report to generate all projects for all States.

FIGURE 9.5E



## 9.6 AD HOC REPORTS

Ad hoc reports have pre-established formats but users may select specific criteria to generate a report as shown in FIGURE 9.6. Pre-established formats mean that the data output will be as indicated by the established column headings. There are selected reports (usually the report number begins with a T, i.e., T01A) for generating ad hoc reports.

- To access, click REPORT ID to view the list of reports available to user. Click the appropriate report.
- Enter up to 20 characters for a CRITERIA FILE name. [Once a Criteria File is created, it is available to the user for any adhoc report until it is deleted from the list. The user may delete by clicking DELETE FILE.]
- Select an AS OF DATE (current, month end or fiscal year end).
- Enter a TITLE in the text field that is descriptive of the criteria selected.
- Select specific criteria from the PROJECT SUMMARY fields and/or PROJECT DETAIL fields (scroll down to view the selections).

FIGURE 9.6

**Adhoc Report Submission**

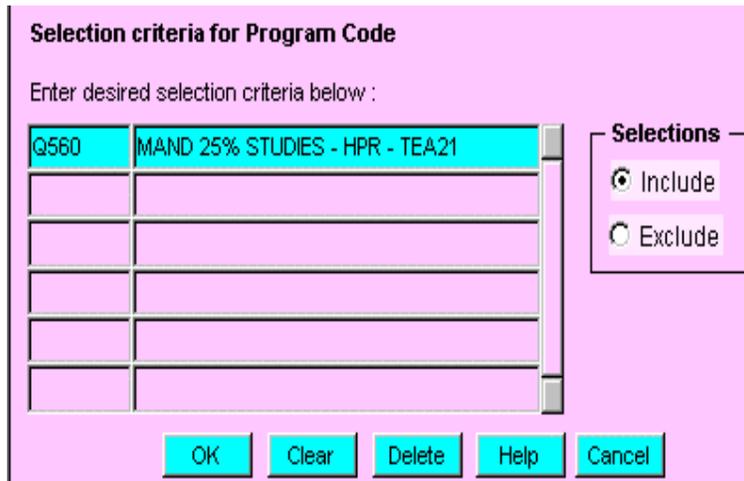
Criteria File: STP ALABAMA FY 2001  Report Id.: FMIST01A : TOTALS BY STATE, PROGRAM ...

As of date: 09/2001 Report Title: STP AUTHORIZED FOR CONSTRUCTION IN URBAN AREAS IN FY 2001 FOR ALABAMA

Selection Based on :	Selection Criteria Summary :
State	(State) - Include
Project number	01 : AL
State project number	(Construction authorized date (Min, Max))
Project status	10/01/2000
Demo ID	09/30/2001
Est. construction date	(Recode) - Include
Proj. completion date	321
Final voucher paid date	
PE authorized date	
ROW authorized date	
Construction authorized date	(Rural/Urban) - U : Urban
SPR authorized date	
MCSAP authorized date	
Other authorized date	
Last action date	
Env. document type	
Env. document year	
Project oversight	
Program code	
Recode	
Fund source	
Improvement type	
Construction	
County	
Urbanized area	
Withdrawal area	
Rural / Urban	
Functional system	
System code	
FHWA area	
Bridge project ?	
Congressional district	
Toll road	
100% Safety	
Temporary match	
Indian reservation	
FTA	

- For each selection, a pop up screen as shown in FIGURE 9.6A is launched for the user to either enter or select the appropriate values. For appropriate screens, select INCLUDE or EXCLUDE (default is INCLUDE). Use “%” as a wildcard (for example, for all project numbers ending in 001, use %001).

FIGURE 9.6A

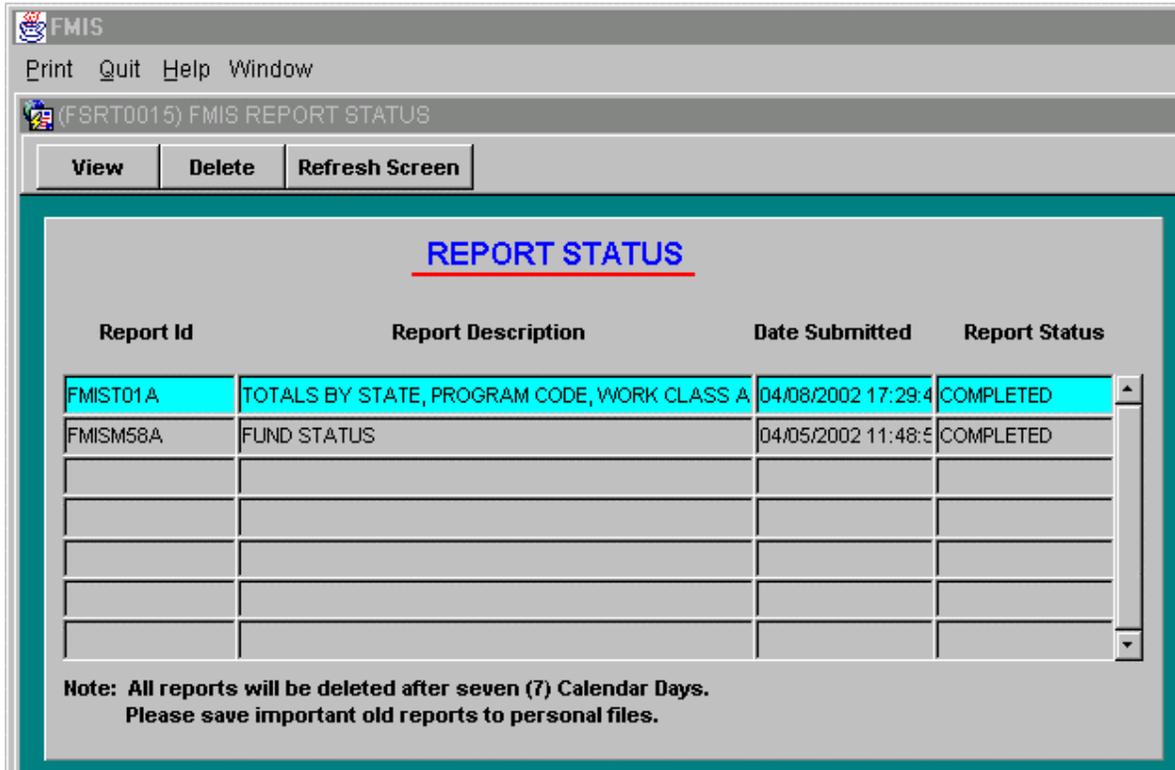


- SUBMIT to generate the report. Once the report is submitted, the criteria file is automatically saved. *Before submitting the report, carefully review the selected criteria and values displayed to the right in the SELECTION CRITERIA SUMMARY.*
- To view the status of a report submitted, click REPORT STATUS (to be discussed in the following section).
- Click SAVE to save the criteria file if it is to be submitted at a later time.
- To copy an existing CRITERIA FILE, click LIST to display all criteria files for the user. Select a file name from the list and click OK. Then click COPY FILE. Make the appropriate changes; then enter a CRITERIA FILE name for the new file. The original file is then also retained.
- To create a new file, click CLEAR FORM.

## 9.7 REPORT STATUS

From the REPORT STATUS screen (FIGURE 9.7), the status of reports submitted for execution can be viewed. The status of a report submitted is indicated as WAITING, SUBMITTED, RUNNING and COMPLETED. The screen does not automatically update. The user must click REFRESH SCREEN to update the status. A report can be viewed only when the status indicates COMPLETED. Highlight the report with a click; then click VIEW. To delete the report from the status screen, click DELETE.

FIGURE 9.7



### 9.8 VIEW REPORTS

Reports are generated in Adobe Acrobat (pdf) format. When view report is initiated, the report is launched as shown in FIGURE 9.8.

FIGURE 9.8

Run Date: 04/16/2002  
Run Time: 12:26:57

U. S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION  
FISCAL MANAGEMENT INFORMATION SYSTEM

Page 1 of 2  
FMISM58A

STATUS OF FUNDS PROVIDED FOR  
Q020  
AS OF APRIL 16, 2002  
O B L I G A T I O N S

STATE	TOTAL AVAILABLE	DURING FY 2002	TOTAL TO DATE	UNOBLIGATED BALANCE	UNPAID OBLIGATIONS
ALABAMA					
ALASKA					
ARIZONA					
ARKANSAS	19,982,400.00		19,982,400.00		5,206,801.00
CALIFORNIA					
COLORADO	46,390,320.00		46,390,320.00		3,528,905.05
CONNECTICUT	2,494,500.00		2,494,500.00		2,494,500.00
DELAWARE	16,275,320.00		16,275,320.00		
DISTRICT OF COLUMBIA					
FLORIDA	2,494,500.00		2,494,500.00		2,431,945.62
GEORGIA					
HAWAII					
IDAHO					
ILLINOIS	25,665,000.00		25,665,000.00		1,180,835.82
INDIANA	14,390,320.00		14,390,320.00		1,922,757.64
IOWA	4,390,320.00		4,390,320.00		
KANSAS					
KENTUCKY	6,990,320.00		6,990,320.00		3,366,538.41
LOUISIANA					
MAINE					
MARYLAND	10,390,320.00		10,390,320.00		7,744,916.00
MASSACHUSETTS					

9.9 BUSINESS OBJECTS REPORTS ( TO BE DEVELOPED)

(RESERVED)