

PRPT OSPS -- AGENCY REPORT SELECTION

SCREEN PURPOSE

Agencies use the PRPT OSPS – Agency Report Selection to set the number of copies of specific OSPA reports they will receive. You cannot change the reports displayed on the screen.

You must request at least one copy of the following:

- XREF43 Payroll Register Detail Alpha
- XREF46D Payroll Register-OR ID Version

ALSO KNOWN AS

PREREQUISITES, IF ANY

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

A PRPT 99000		B		C OSPA - AGENCY REPORT SELECTION			
D		E		F			
RPT NAME	COPIES	RPT NAME	COPIES	RPT NAME	COPIES	RPT NAME	COPIES
B065A	01	B065C	01	B075A	01		
B075B	01	B470C	02	B470CM	01		
B470D	01	B470S	01	B500C	01		
ETV8L	01	ETV8N	01	E510A	02		
E510C	02	E512A	01	E512C	01		
XREF01	02	XREF15	02	XREF15C	02		
XREF43	01	XREF44	02	XREF45	01		
XREF46	01	XREF46D	01	XREF76	01		
XREF76C	02	XREF90	02	XREF90C	02		
XREF91	02	XREF91C	02	XREF92	02		
XREF92C	02	XREF93	02	XREF93C	02		
XREF94	02	XREF96	02	XREF96C	02		
XREF99	02						

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 copies of the designated report that your agency will receive, ##, 00 to 10.
F	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 Reports Section of this manual.

SCREEN MESSAGE CODES

Code	Message with Code	Description
PR01	NUMER OF COPIES MUST BE NUMERIC AND FROM 00 TO 10	Number of copies must be numeric and range from 00 to 10.
PR03	ACCESS NOT AUTHORIZED	Access not permitted to screen
PR05	MINIMUM NUMBER OF COPIES MUST BE SPECIFIED	You have entered 00 COPIES for RPT NAME XREF43 or XREF46D. You must request at least one copy of these reports. Change the 00 to a number between 01 and 10.
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.

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

AFFECTED BY

DIRECTLY AFFECTS

INDIRECTLY AFFECTS

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