

# **PRPT OSPS -- AGENCY REPORT SELECTION**

## **SCREEN PURPOSE**

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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**

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PRPT

## **PREREQUISITES, IF ANY**

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## **SCREEN ACCESS KEY SEQUENCE**

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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

PRPT 10700			OSPS - AGENCY REPORT SELECTION					
RPT NAME	COPIES	PDF	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	Y	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						

## 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:

<b>RPT NAME</b>	<b>Report Name</b>
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***

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
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**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
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