

General Ledger Account Number (GLAN)

The GLAN field on some reports can be used to limit the report to one GLAN or to specify a section of the report, an Enactment Year, or a group of GLANs. Key the 4-digit GLAN or the appropriate value in the GLAN field.

Output Destination

The 'Output Dest' field consists of two bytes and is used to specify the media type, (laser print, etc.) or destination (agency printer) of a report.

Key one of the codes described below (**A, D, E, F, H, L, N, or R**) in the first space. Key a number between **1** and **9** in the second space. For some media types this number is used to request more than one copy of the report. For example, to receive 3 copies of the same report at an agency printer, **A3** is keyed in the Output Destination field.

If the default Output Destination does not display the desired output, it can be changed by keying over the existing values. Up to 6 Output Destinations may be specified for each report version, but duplicate Destination codes cannot be entered on the same report request line.

A = Agency Printer (Overnight processing)

When **A** is keyed, a report is sent to an agency printer after the CALSTARS overnight processing cycle is finished. Up to three copies of a report can be printed for most reports by specifying **A1**, **A2**, or **A3** in the Output Destination. Some reports are limited to 1 copy. The reports are printed on standard computer paper or 12" x 8½" continuous paper-Laser reduced size.

D = Data File (Overnight processing)

When **D1** is keyed, an electronic report file of a CALSTARS standard report is created after the CALSTARS overnight processing cycle is finished. A **D1** file includes the current day's input activity and is available the next morning. The report file can be downloaded to a PC. Refer to Chapter II-C, Data Files, for more information.

E = Electronic Storage (Overnight processing)

When **E1** is keyed, CALSTARS standard reports are created as zipped-compressed data sets for long-term storage and downloading. Refer to Chapter II-C, Data Files, in this volume for more information about **E1** files.

F = File (Same day processing)

When **F1** is keyed, the creation of an electronic report file is initiated as soon as **Enter** is pressed. The **F1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The report file can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **F1** reports, key all desired selection criteria prior to pressing the **Enter** key.

H = Headquarters – (Overnight processing)

When **H1** is keyed, the report is printed on the agency printer at the designated headquarters office, which is typically at a different location. Only one copy is allowed. If more copies are desired, the agency or headquarters printer can be reset or backspaced to reprint.

L = Laser (Overnight processing)

When **L** is keyed, a report is printed at the data center on 12" x 8½" continuous paper. Up to 9 copies per day can be requested.

N = 'Now' Agency Printer - (Same day processing)

When **N1** is entered, a report is immediately initiated for printing at the agency. A report data file is also created and available for three days. The **N1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The report data file can be downloaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **N1** reports, key all desired selection criteria prior to pressing the **Enter** key. Note that if **N1** and **F1** are entered on the **same** request line, an online error message is displayed on the bottom of the screen.

R = Remote Job Entry (RJE) - (Overnight processing)

A report is printed at a predetermined location established by the department. Up to 9 copies per day can be requested. This is only available to agencies that have alternate locations for printing separate from CALSTARS.