

Report Distribution System (RDS) Find Command



The Report Distribution System (RDS) is a subsystem of the Florida Accounting and Information Resource (FLAIR) system where reports are stored and managed electronically. FLAIR reports may be requested through the Recurring Reports (RP) function in FLAIR, either immediately or on a recurring basis. Users may also request reports from Central Accounting, Payroll and Information Warehouse for up to three years.

Find Command

When you are using the onscreen viewer, the **FIND** command allows you to search for a specific character string in a report. A **Character string** is any combination of letters, numbers or symbols and the string does not have to be a complete word or phrase. If you use a Character String that includes spaces, the character string must be enclosed in single or double quotations (ie. "Division of Administration").

Using the FIND Command

1. On the **Command Line**, Input **F** and **space**
2. Type the **Character string** for your search
3. Press **ENTER**

Example: **F XXXXX** where **F=COMMAND** and **33333333999=character string**

```
PF 1/13 HELP-COMMAND == f 33333333999
REPORT NAME-> ENT-EDUCATION FORM-> BWEE LINES-> 124 PAGES-> 6
S.F. 22 S.P. 01 S -> 001 E -> 132 L 0000000001 P 000000001
-----
          ---- TOP OF REPORT ----
DENR03-13 AS OF 08/25/15                85000000000          DATE RUN 08/26/15
                                         OUTSTANDING ENCUMBRANCES BY NUMBER          PAGE 1
                                         AUGUST 25, 2015
85 FLAIR EDUCATION
8510 ORGANIZATION NOT ON TITLE FILE
10 1 000001 FUND NOT ON ACCO
85100000 00 OFFICE OF THE COMMISSIONER
```

The first occurrence of the string in the report will display at the top of the page.

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> ENT-EDUCATION FORM-> BWEE LINES-> 124 PAGES-> 6
S.F. 23 S.P. 01 S -> 001 E -> 132 L 0000000016 P 000000001
-----
0001 00 0202213 09/30/2015          43.72 040000          221000 CAR RENTAL          1112110000-000000
E4000 F33333333999          BILL BRANCH
0001 02 0101211 09/30/2015          11,165.00 060000          139944 FLEET MAINT TRNG          1112110000-000000
E500
0001 00 0202213 09/30/2015          15,000.00 040000          271000 UTILITIES          1112110000-000000
0002 00 0101214 09/30/2015          15,000.00 040000          271000          1112110000-000000
-----
**** ENC TOTAL          30,000.00
-----
***** FUND TOTAL          45,270.26
```

You can press the **PF5** key to repeat the command through the report to find the same character string. This can continue until you reach the end of the report.

Report Distribution System (RDS) Search Command



Search Command

The Search command is similar to the Find command, in that it locates a character string within a report. The difference between the Search and Find commands is that the Search command locates and displays only the lines that match the string. The Search Command is used when searching for multiple occurrences within a report.

Example: **S XXXXX** where **S=COMMAND** and **060000=character string**

```
PF 1/13 HELP-COMMAND ==> s 060000
REPORT NAME-> ENT-EDUCATION FORM-> BWEE LINES-> 124 PAGES-> 6
S.F. 22 S.P. 01 S -> 001 E -> 132 L 0000000001 P 0000000001
-----
----- TOP OF REPORT -----
DENR03-13 AS OF 08/25/15 85000000000 DATE RUN 08/26/15
OUTSTANDING ENCUMBRANCES BY NUMBER PAGE 1
AUGUST 25, 2015
85 FLAIR EDUCATION
8510 ORGANIZATION NOT ON TITLE FILE
10 1 000001 FUND NOT ON ACCO
85100000 00 OFFICE OF THE COMMISSSTONER
```

Report lines matching the character string are taken out of context and displayed alone. A Page/Line reference where the line resides in the report will display.

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> ENT-EDUCATION FORM-> BWEE LINES-> 124 PAGES-> 6
S.F. 23 S.P. 01 S -> 001 E -> 132 L 0000000018 P 0000000001
-----
..... PAGE 0000001 LINE 000000018 .....
0001 02 0101211 09/30/2015 11,165.00 060000 139944 FLEET MAINT TRNG 1112110000-000000
..... PAGE 0000005 LINE 000000091 .....
0001 DD 0300000 09/30/2015 37.00 060000 511000 OCO-BOOKS 1112110000-000000
..... PAGE 0000005 LINE 000000093 .....
0001 DD 0300000 09/30/2015 22.50 060000 511000 OCO 1112110000-000000
-----
----- BOTTOM OF REPORT -----
```

From the Search Index, the user can go directly to a specific line of the report by placing the cursor on the line desired and press **ENTER**. (Please see **RED** arrow above; search results displayed below.)

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> ENT-EDUCATION FORM-> BWEE LINES-> 124 PAGES-> 6
S.F. 23 S.P. 01 S -> 001 E -> 132 L 0000000017 P 0000000001
-----
E4000 F333333333999 BILL BRANCH
0001 02 0101211 09/30/2015 11,165.00 060000 139944 FLEET MAINT TRNG 1112110000-000000
E500
0001 00 0202213 09/30/2015 15,000.00 040000 271000 UTILITIES 1112110000-000000
0002 00 0101214 09/30/2015 15,000.00 040000 271000 1112110000-000000
```

For Additional information regarding the *FIND* Command and the *SEARCH* Command, see Sections 1006 and 1007 of the *FLAIR Report Distribution System-End User Procedures Manual*
<http://www.myfloridacfo.com/Division/AA/Manuals/1000RDSEndUser.pdf>