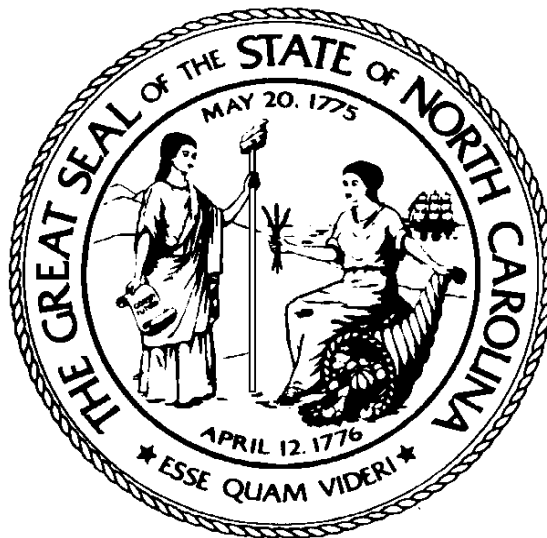


Using IE in the NCAS Environment

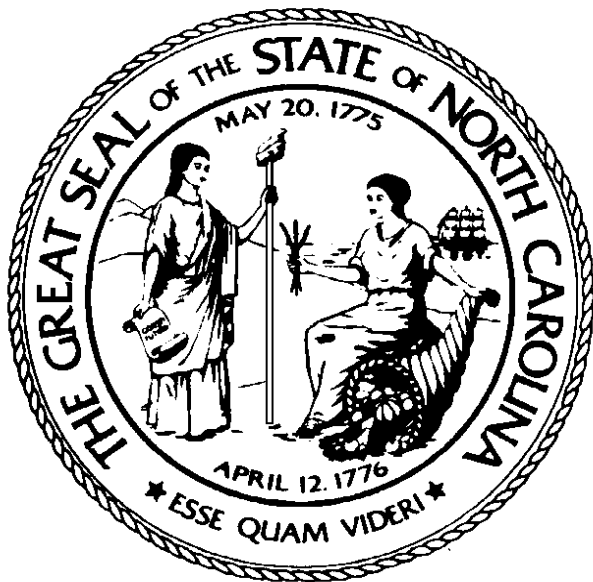
Training Course



State of North Carolina

NC Accounting System

North Carolina Accounting System
Using IE in the NCAS Environment
Training Course
3rd Edition



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State Controller
March 30, 2009

This training was prepared by:
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Procedure 1: Logging On to Information Expert

From the State Network Banner:

1. Type **CICSSCCP** or **CICSNC23** (whichever has been specified for your agency) at the APPLICATION line on the State Sign-On Banner and press .
-  If you do not have access to the State Sign-On Banner, contact your Agency Security Administrator.

After the CICS region banner is displayed:

2. Type **your RACF ID** in the USERID field.
3. Type **your billing code** in the BILL-CODE field.
4. Type **your password** in the PASSWORD field.
5. Press .
6. When a blank screen displays, type **IEOL** and press .

Once the IE Sign-on screen displays:

7. Type **your assigned user ID** in the USER ID field. (You may obtain a user ID from your Agency Security Administrator.)
8. Type **your password** in the PASSWORD field.
9. Press .

To access the IE Primary Option Menu:

10. Type **1** at the ==> prompt and press to select the *Information Access Facility* option.
11. Type **1** at the ==> prompt and press to access the *Primary Option menu (PM)*.

--- OR ---

Type **OSF.PM** at the ==> prompt and press to access the *Primary Option Menu (PM)*.

Procedure 2: Running Reports from User Libraries

To copy a run statement into an agency user library:

1. Type **SMUT** in any ACTION field and press to access the *Source Management Utility (SMUT)* screen.
2. Press again to access the *Source Management Utilities Directory Listing (JSMLDU)*.
3. Type the **Agency User Library** name in the LIBRARY field and press .
4. Type **C** to the left of the name of the RUN member you wish to copy.
5. Press to move to the COPY TO LIBRARY column. Type the **Agency User Library** name in the COPY TO LIBRARY column.
6. Press . The message ****COPIED**** displays.

To use the run statement in the agency user library:

7. Type **SMLS** in any ACTION field and press .
8. Type the **Agency Library** name in the LIBRARY field and press .
9. Type **S** to the left of the RUN member name and press to select the Run statement for editing.
10. Edit and submit the RUN member as described in **Procedure 4**.
11. Type **SAVE** in the COMMAND INPUT field to save the changes and press . Type **CANCEL** in the COMMAND INPUT field to cancel the changes and press .

Procedure 3: Running Reports from Public Libraries








To use the RUN member in the Product library:

1. Type **SMLS** in any ACTION field and press .
2. Type the **product library** in the LIBRARY field and press .
3. Type **S** to the left of the RUN member name and press to select the Run statement for editing.
4. Edit the run statement. See **Procedure 4**. Change the **Agency User Library** name. Change other criteria as appropriate. Remember to use the semi colon to continue the run statement. Use single quotes around alphanumeric criteria.
5. Type **CHECK** in the COMMAND INPUT field and press . Remember to comment any OPTION control cards that may display in the RUN member.
6. Once any errors have been corrected, type **SUBMIT** in the COMMAND INPUT field and press . Remember to remove the asterisk before the OPTION control card (if one exists) before submitting.
7. Type **CANCEL** in the COMMAND INPUT field and press . The changes made to the RUN member will not be saved.


Procedure 4: Generating Reports

1. Type **SMLS** in any ACTION field and press to access the *Source Management Directory Listing*.
2. Type the **Agency User Library** name in the LIBRARY field and press .
3. Type **S** to the left of the RUN STATEMENT name and press to select the RUN member for editing.
4. Edit the INTO LIBRARY, SELECT, EXCLUDE, and VARIABLE statements to reflect required values.
5. If the OPTION DATE-OPTION('MM/DD/YYYY') line is present, type an * in the first position.
6. Type **CHECK** on the COMMAND INPUT field and press to invoke the syntax check feature.
7. Correct any errors found. Errors will be indicated by the ERRORS ENCOUNTERED message at the top of the screen. Error messages will appear within the text of the statement.
8. Repeat the **CHECK** command until the NO ERRORS FOUND message appears.
9. Remove the * from the OPTION DATE-OPTION('MM/DD/YYYY') line.
10. Type **SUBMIT** on the COMMAND INPUT field and press to submit the RUN statement. A message appears indicating that the job to produce the report has been submitted.
11. Press .
12. Type **CANCEL** or **SAVE** in the COMMAND INPUT field as appropriate.
13. Press to exit the member.

Procedure 5: Selecting a Printer

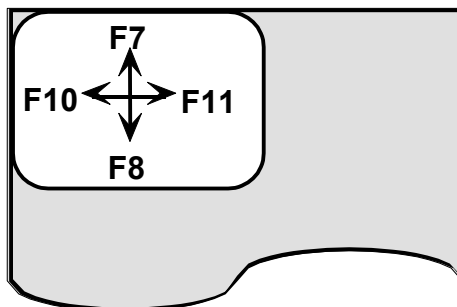
1. Type **SMLS** in any ACTION field and press  to access the *Source Management Directory Listing*.
2. Enter the **Agency User Library** name in the LIBRARY field and press  to select the library.
3. Type **S** to the left of the PRINT-JCL member and press  to select the member for editing. This member may be found by inspecting the list (use  and  to scroll up and down the list).
 The member may also be found using the FIND field. Type **PRINT** in the FIND field on the *SMLS* screen and press .
4. Look for the line that begins **//JWSRPT DD SYSOUT=A,...**
5. The remaining part of this line determines the current selected printer: for example, **DEST=APTR38A, <---- LINE PRINTER 132C**. If this is not the printer you wish to use, insert an asterisk so that the line reads as follows:

//*JWSRPT DD SYSOUT=A,DEST=...
6. Find the line that lists the printer you wish to use. Delete the asterisk from this line so that it reads as follows:

//JWSRPT DD SYSOUT=A,DEST=...
7. Type **SAVE** in the COMMAND INPUT field and press  to save the changes. IE will use this changed JCL when a print command is issued from Report Viewing.

Procedure 6: Viewing Reports

1. Type **RVLS** in any ACTION field and press to access the *Report View Directory Listing*.
2. Type the **Agency User Library** name in the LIBRARY field and press to select the agency user library.
3. Type **S** to the left of the name of the Report Series you wish to view or print and press to select the report.
4. Type **S** to the left of the Report Request you wish to view and press .
5. Scroll through the report by pressing and to scroll up and down or and to scroll left and right.



6. Find text within a report by typing **F** or **FIND** followed by the text for which you are searching in the COMMAND INPUT field and press .

Procedure 7: Printing Reports

Select the printer using Procedure 5 before printing reports.

1. Type **RVLS** in any ACTION field and press to access the *Report View Directory Listing (RVLS)*.

To print an entire Report Series:

2. Type **P** to the left of the name of the Report Series you wish to print and press .

To print one report from a Report Series:

3. Type **S** to the left of the name of the Report Series and press to view the *Report Request Directory (JSVRDI)*.
4. Type **P** to the left of the name of the Report Request you wish to print and press .

Procedure 8: Deleting Source Members and Report Views

To remove a Report Series from the *RVLS* directory:

1. Type **RVUT** in any ACTION field and press to access the *Remove Series from Report Viewing File (RVUT)* screen.
2. Type the **Agency User Library** name in the LIBRARY field and press .
3. Type **D** to the left of the Report Series to be deleted and press .

To remove a source member from the *SMLS* directory:

4. Type **SMUT** in any ACTION field and press to access the *Source Management Utility (SMUT)* screen.
5. Type the **Agency User Library** name in the LIBRARY field and press .
6. Press again to access the *Source Management Utilities (JSMLDU)* screen. This provides a directory listing of source members.
7. Press to scroll up and to scroll down the directory listing, or use the FIND field.
8. Type **D** to the left of the source member and press to delete the source member.

Procedure 9: Logging Off from IE

1. Type **SO** in any ACTION field and press to exit from Information Expert.
2. Clear the screen using the method used by your installation (OPTIONAL).
3. Type **LOGOFF** and press to exit CICS.

Procedure 10: Changing the Default Date Option

1. If you are in the Expert Reporting Support Facility, press **F12** to return to the *Primary Option Menu*, or type **PM** in the ACTION field and press **Enter**. Once on the *Primary Option Menu*, press **F3** to return to the Information Expert Menu (MSA.MENU) screen. This is the screen that is displayed when you first sign on to Information Expert.
2. Type **2** at the ==> field to select User Profile Options.
3. Type **3** at the ==> field to select Date/Time Display Options and press **Enter**.
4. The screen will display a message informing you that you are in Inquiry mode. To change the date format, you must put the screen in Update mode. To do this, type **.UPDATE** at the ==> field and press **Enter**.
5. To choose a date format, place an **X** before the desired format. Remove the **X** from the old format by spacing over the character.

Date Formats

yyddd	yy-ddd
mmddy	yyy-dd
ddmmy	mm-dd-yy
yymmdd	dd-mm-yy
yyyddd	yy-mm-dd
mmddyyy	X mm-dd-yyyy
ddmmyyy	dd-mm-yyyy
yyyymmdd	yyy-mm-dd
yyyddmm	yyy-dd-mm

Once the date format has been changed this will become the **DEFAULT** date option.

6. Press **Enter**. The screen displays a message stating the update is complete.
7. Type **OSF.PM** to return to the Online Support Facility, *Primary Option Menu*.

