

# OFFICE OF FINANCIAL MANAGEMENT

INFORMATION SERVICES DIVISION

## *Agency Financial Reporting System*

Batch Job Submission Screen

User Instructions

*May 2005*

## Batch Job Submission Screen

The purpose of the **Batch Job Submission** screen is to provide print and output options for reports ordered online. This screen is displayed after the **P (Print)** function is entered on Table Maintenance screens or other AFRS screens that offer a print function. The **Batch Job Submission** screen will be pre-loaded with the print selection criteria that you last used.

```
=== AFRS ===== BATCH JOB SUBMISSION ===== C105U100 ===
                                                    9990
                PRINT (NAME OF TABLE)

----- JOB PARAMETERS -----

        CLASS: D  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

        CONTACT: YOUR_NAME_____ (PERSON OUTPUT IS DIRECTED TO)

SEND OUTPUT TO: LOCAL_____ (LOCAL, R###, CLUSTER ID, FICHE, EXCHANGE, IOF)

        BIN NUMBER: 00

        LOCATION: XX

        LOGONID: XXXX105    COPIES: 01

        JOB ID: AFR (FIRST 3 CHARACTERS OF JOB NAME)

        (ENTER=SUBMIT, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT)

CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.
```

1. Refer to the next page for a list of optional values for each field. All fields are **REQUIRED** except for the location field, which is **RECOMMENDED**.
2. Update any fields by typing over the current value and pressing [Enter].
3. If the submission is successful, a job name or exchange file name will be displayed on the bottom line of the screen. The first three characters of the Job Name come from the Job ID field on the screen. The Job Name is used to identify the report for tracking purposes as described under output options and Job ID on the next page, so you may want to make a note of the job name.

## Batch Job Submission Screen – Print and Other Output Options

| Field                  | Options  |
|------------------------|--|
| <b>Class</b>           | <p>The class controls the parameters your job runs under including the cost to your agency. <b><i>Additional information about DIS charges based on report classes can be found in the next section of this document.</i></b></p> <p><b>H</b> = HOT, Fastest turnaround but <u>use with caution</u> (size and time parameters)<br/> <b>A</b> = PRIORITY, Less than two hours (for short reports, quick turnaround)<br/> <b>D</b> = STANDARD, Less than four hours (for longer reports)<br/> <b>E</b> = OFF-SHIFT overnight reports (for lengthy or detail reports)<br/> <b>C</b> = HIGH RESOURCE For high resource (huge) jobs</p>   |
| <b>Contact</b>         | <p>Person output is directed to.<br/>           You may want to include mail stop. See explanation under Bin Number below.</p>   |
| <b>Send Output To:</b> | <p>Printer ID or media report is directed to:</p> <p><b>local</b> = Page Printer located at Dept. of Information Services (DIS Service Center #1)<br/> <b>R###</b> = Agency's own remote printer no. (### or 0## preceded by an <b>R</b>)<br/> <b>xxxxxxx</b> = Agency's own cluster printer no. (usually 8 characters)<br/> <b>fiche</b> = Microfiche<br/> <b>exchange</b> = For exchange file output. After pressing [Enter] the name of the exchange file will display at the bottom of the screen. Save the filename. The file is available once its name appears on AFRS screen EX (available from the main AFRS menu). The exchange file will be located in the TSO region of the mainframe computer under option 3.4. The file may be browsed, edited, or downloaded to your PC.<br/> <b>IOF</b> = To have your report held in the IOF (Interactive Output Facility) for viewing prior to printing. [IOF is located in the TSO region of the mainframe computer and requires separate security access from DIS. If you have that security access, reports sent to IOF can be viewed, canceled, or released to print at either the DIS local printer or at your remote printer.]</p> |
| <b>Bin Number</b>      | <p>If you print at DIS Service Center #1, use your DIS <b>bin #</b> to <b>pick up reports</b>.<br/>           If you print at DIS Service Center #1 and want DIS staff to <b>mail reports</b> to you:<br/>           (1) Use <b>bin #00</b> <u>and</u><br/>           (2) Either type mail stop in the contact field or use location code described below.</p>   |
| <b>Location</b>        | <p>Code used to reference a mailing label from AFRS screen RR.3 which will be used to create the report banner page. The mailing label referenced should include a mail stop or US Mail address and a <b>blank bin #</b>.</p> <p><b>Use of a location code gives you more control over the report distribution. You can even cause a report to be distributed to another person by using their location code. Every agency has one banner record (on screen RR.3) with a blank location code. If you order a report and leave the location blank, your report will be distributed to the person or office contained in the blank location code banner record.</b></p>  |
| <b>LOGONID</b>         | <p>Your LOGONID or, if the report is to be held in IOF, the LOGONID of the person who will be viewing the report in IOF.</p>   |
| <b>Copies</b>          | <p><b>01-99</b> (If ordering more than 1 copy, system will prompt you to press [Enter] a second time to confirm the number of copies.)</p>   |
| <b>Job ID</b>          | <p>Default value is AFR. You may overtype to uniquely identify your job.<br/>           (Position 1 = alpha. Position 2,3 = alphanumeric)<br/>           If using AFR, job name will be AFRFSXXX, where XXX is your agency number.<br/>           The Job Name is used for tracking a report using output IOF described above.</p>   |

## Additional Information about DIS charges for Report Classes

Dept. of Information Services (DIS) bills your agency for table print jobs. '**Job Class**' indicates the urgency of need for the printing and helps determine the DIS rate. Enter the letter of the job class that best satisfies timeliness and cost requirements.

| JOB CLASS              | PRINT LINES |       | CPU LIMITS  | TURNAROUND TIME |
|------------------------|-------------|-------|-------------|-----------------|
|                        | Default     | Max   | Max/job     |                 |
| <b>H</b> Hot           | 60K         | 300K  | 20 seconds  | 1 hour          |
| <b>A</b> Priority      | 60K         | 300K  | 2 minutes   | 2 hours         |
| <b>D</b> Standard      | 60K         | 300K  | 5 minutes   | 4 hours         |
| <b>E</b> Off-shift     | 60K         | 2000K | 45 minutes  | 6 a.m.          |
| <b>C</b> High Resource | 60K         | 9999K | 120 minutes | Variable        |

DIS bills their computer processing time (system utilization) at **\$395.00**/CPU hour for regularly scheduled jobs. The job class you specify on the Batch Job Submission Screen is billed at either a premium or discount to the \$395.00 rate depending upon the time of day the job is ordered. The information below will give you an idea of the relative costs of ordering jobs in any of the job classes.

**H=HOT** (Fastest turnaround, highest cost) – use with caution as there are size and time parameters. The amount of CPU time a job can use is limited to less than one minute; if a job runs beyond the CPU time limit, it may abort. Do not select this class for a job that deals with a lot of records.

Prime time cost: 2.50 times regular billing rate  
 Non-prime time cost: 1.25 times regular billing rate

**A=PRIORITY** (For short reports, quick turnaround, higher cost) – a job is limited to 100,000 lines of output and one minute of CPU time.

Prime time cost: 2.00 times regular billing rate  
 Non-prime time cost: 1.00 times regular billing rate

**D=STANDARD** (For longer reports, quick turnaround, least cost during prime time) – a job is limited to 300,000 lines of output and 3 minutes of CPU time. Most jobs should be run as class 'D' if needed on the same day.

Prime time cost: 1.50 times regular billing rate  
 Non-prime time cost: 0.75 times regular billing rate

**E=OFF-SHIFT** (Lengthy or detail reports, least cost) – these jobs are run overnight.

Prime time cost: not applicable  
 Non-prime time cost: 0.65 times regular billing rate

**C=HIGH RESOURCE** - If there is need for more than 300,000 lines of output, the job will have to be submitted as class 'C'.

Prime time cost: 1.50 times regular billing rate

Non-prime time cost: 0.75 times regular billing rate

**NOTES:**

1. Prime Time is 6:00 **AM** – 6:00 **PM**; Non-Prime Time is 6:00 **PM** – 6:00 **AM**.
2. Input queue includes time from read-in to start execution.
3. Turnaround time includes time from read-in through job termination.
4. Printing is excluded from turnaround and shift discounts.
5. Class E jobs commence execution at 6 PM and will be accepted until midnight daily.
6. The shift discounts are not applied when initiation and/or termination occur during prime shift, except Class E jobs that always receive the shift discounts.