



APMS Training Manual

Reports



APMS Reports

Reports Overview

Four types of reports are available through APMS:

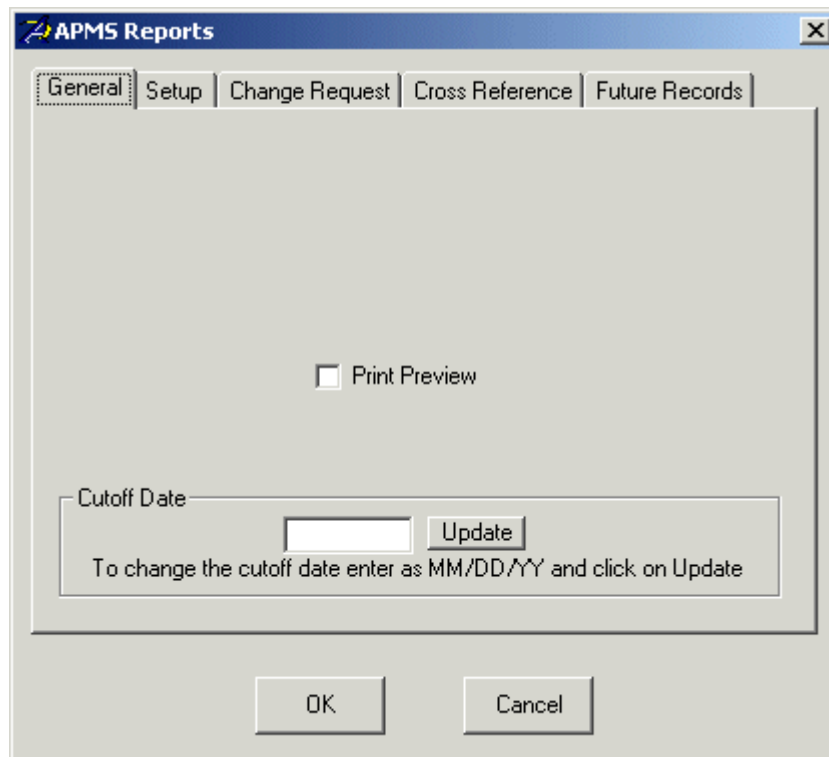
- ❑ **Set-Up Reports.** These reports are in the same format as those generated by a DDP Financials update run. You can choose which Type 30 parameter you want to report on. For details, see [Creating a Set-Up Report](#).
 - ❑ **Change Request Forms.** These reports resemble set-up reports with additional flags indicating parameters you have changed and those you have set to delete. For details, see [Creating a change request form](#).
 - ❑ **Cross-Reference Reports.** These reports provide further details on your parameters for research. You choose from the following types: parameters used and not used, parameters associated with other parameters (for example, the rate codes associated with each reporting center), or comments about the parameters. For details, see [Creating a Cross-Reference Report](#).
 - ❑ **Future Reports.** These reports provide details on when codes were added, changed or deleted in the future (a cycle later than the Current DST Year/Month/Cycle). The report will provide information on the T30 Type, Code, User, Date of Change, Type of Change and Month/Cycle.
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Creating Set Up Reports

You can create a Type 30 parameter set-up report in the same format as those produced by DDP Financials. In the top left corner the program prints the text "Setup", the corp number, and the user name. In the top right corner, the program prints the run month, cycle, and year, and the cut-off date.

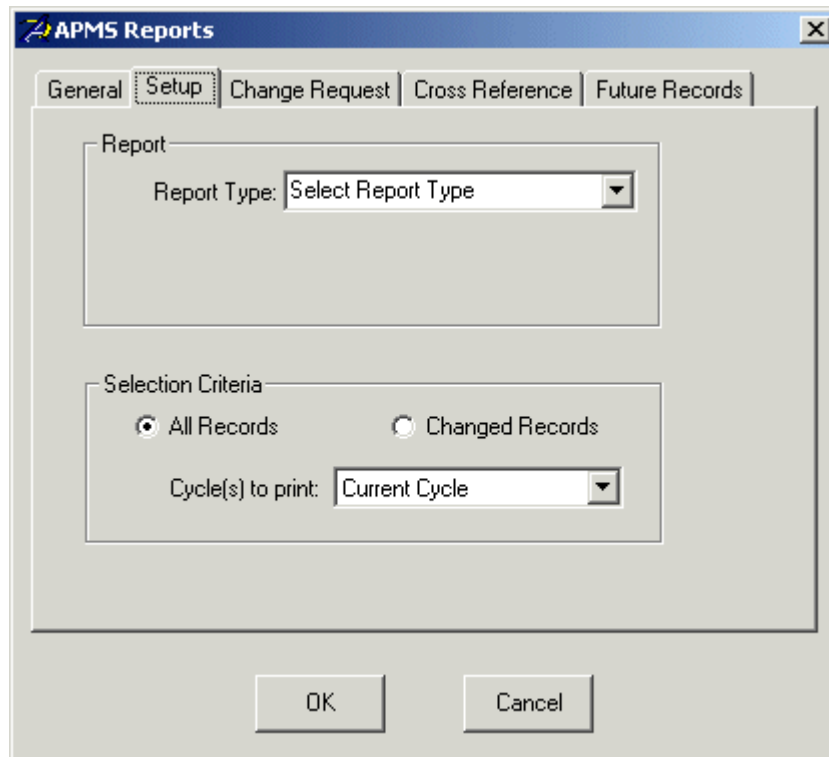
To create a set-up report, do the following:

1. Choose Reports from the File menu.
2. If you want to preview the report, check the Print Preview box on the General tab. To send the report directly to the printer, leave this box unchecked.



CAUTION: Many of the reports produced are multi-page and can impact your printer for hours. If you do not check the Print Preview box your reports will automatically go directly to the printer. If you are unsure of the length of the reports you are requesting, check the Print Preview box and review the output prior to sending it to the printer.

3. Click the Setup tab. Choose the parameter you want to report on in the Report Type field, or select “Print All Setup Reports” for a complete set. (If you choose Type 30-16 (Rate Tables), the program displays the Report Sub-Type field so that you can select the format you want to print).



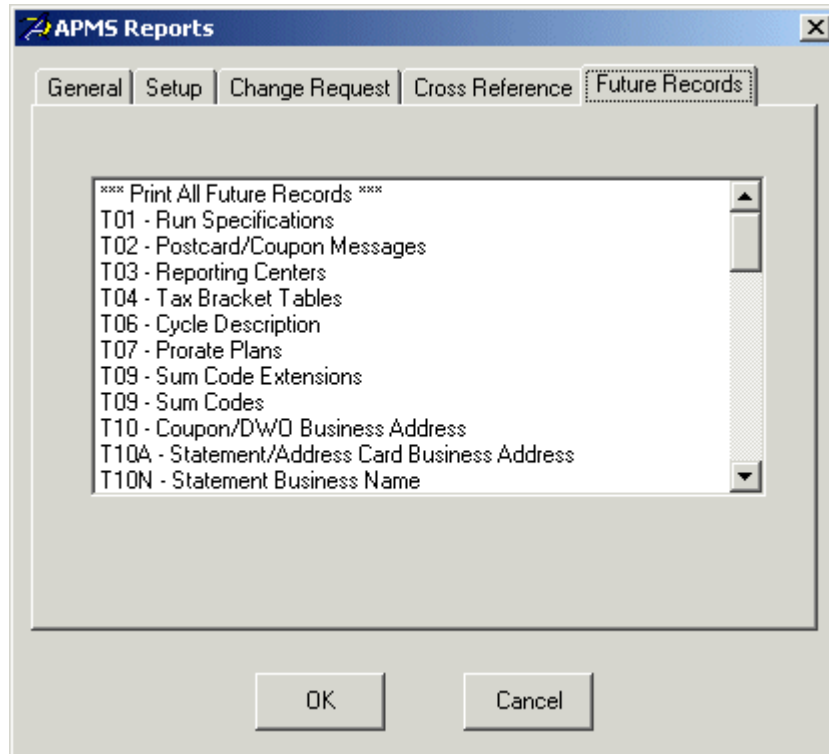
4. In the Selection Criteria area, choose whether you want to print all records, or only changed records (records with a print flag). Then select the cycle(s) you want to report on.

Comment Reports are part of the Cross Reference Reports option. To create a comment report you select the Comment Report by scrolling through the report options under the Cross Reference tab and select the comment report you want. Example:

Select the drop down list and scroll down to report #27 and select T16 Rate Code Comments. Click on OK and the Rate Code Comment report will either display on your screen if you selected Print Preview under the General Tab or go directly to the printer if you left the Print Preview box blank.

Creating Future Reports

These reports provide you with details of any changes made for a future month/cycle/year. In the top left corner the program prints the corp number. In the top right corner, the program prints the run month, cycle, and year, and the next cut-off date.



To create a future report, do the following:

1. Choose Reports from the File menu.
 2. If you want to preview the report, check the Print Preview box on the General tab. To send the report directly to the printer, leave this box unchecked.
 3. Click the Future Records tab. Choose the parameter you want to report on in the select box, or select "Print All Future Records" for a complete list.
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